Rensselaer Self-Service Information System
W4 Tax Form Instructions

NOTE: In order to complete a new Form W-4 online in Self-Service, you will need to carefully read the instructions that the IRS has provided with the new form. The instructions and a view of the new form can be found on the Finance website or you can obtain them directly from the IRS website. The numbered steps that you will see in Rensselaer Self-Service coordinate with the steps on the IRS form.

Log into the Rensselaer Self-Service Information System
Click on the HR/Payroll Menu tab
Click on Tax Forms
Select Tax Form W4 Federal Employee’s Withholding Allowance

Your current W-4 Tax withholding will be displayed. To change your withholding click Update at the bottom of the page.
Update Withholding Information

- Enter your desired changes and click the Certify Changes button. Please realize that if you click the Certify Changes button, you are under penalty of perjury if the information submitted is not true and valid.

Enter Effective Date

Enter Deduction Status – please carefully read the instructions in red shown in Self-Service

Enter Filing Status

If you are considered a Non-Resident Alien for tax purposes tax withholding information should be completed in GLACIER not Self-Service. No one should be selecting this box.

Step 2C Indicator, only select if appropriate after reading the instructions on the W-4

Dependent Amount – if any, enter the amount from Step 3 of W-4

Other income – if any, enter the amount from Step 4(a) of the W-4 (income should not be from jobs)

Deductions – if any, enter the amount from Step 4(b) of W-4

Additional Withholdings – if any, enter the amount from Step 4(c) of W-4

Click Certify Changes
You will need to acknowledge the change you are making by clicking **OK**, this is your electronic signature.

You will then see a message confirming your request was successfully processed.

Please note that the changes you have made will not show in the summary of withholdings until after the effective date that you entered.

**Other Helpful Information about your Federal Withholding elections:**

Two helpful options at the bottom of **W4 Federal Employee’s Withholding Allowance** are History and Contributions or Deductions.
History will show your past Federal Income Tax withholdings elections

Contributions or Deductions will show you your total deductions by month with a yearly total. If you would like to see prior years, simply change the date range you would like to see.

Year-to-Date Information

Personal Deduction represents the amount withheld from the employee’s gross earnings.

To view a different time period, change the date range and click Display.