



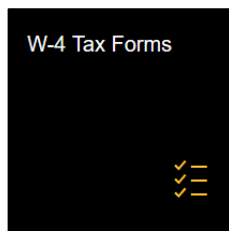
## W-4 in myNKU

NKU employees can now modify their existing federal and state tax withholding in myNKU, replacing the need to submit a paper W-4 form.

To access your W-4, log in to myNKU and go to "Employee Self-Service". Once there, click the "W-4 Tax Forms" tile.

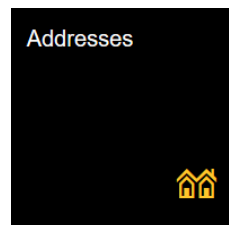
Select your Federal or State form.




▼ Selection and Overview		Add ▾
Delete		Tax Authority
		Federal
		Kentucky



If you are moving to another state and want to add a form for that state, your address in the system must first be in that state. First, update your address in ESS by using the "Addresses" tile. Then, use the trash can icon to delete your previous state tax form. You can then click the "Add" button to create a form for your new state.

At this time, the only states available are Ohio, Kentucky, and Indiana. Other states require a paper form.



▼ Selection and Overview		Add ▾
Delete		 Create form for Ohio
		Federal
		Kentucky

Using the Federal and/or State form, can make changes to your tax credits, deductions, and filing status.

Total credits for dependents: <input type="text" value="0.00"/> USD		Additional amount, if any, you want withheld from each paycheck: <input type="text" value="0.00"/> USD	
Other Income: <input type="text" value="0.00"/> USD		Use Higher Withholding Rates Schedule: <input type="checkbox"/>	
Additional Deductions: <input type="text" value="0.00"/> USD			
Filing Status: <span>Single ▾</span>			
* If married, but legally separated, or spouse is a nonresident alien, select the "Single" option.			
<input type="checkbox"/> Your last name differs from that shown on your social security card.			
* You must call 1-800-772-1213 for a replacement card.			

Questions?

Contact the IT Help Desk at <https://inside.nku.edu/it/help.html> or (859) 572-6911.

Once you have made your changes, you must agree to the “Declaration” area by clicking the checkbox.

**\* Declaration** ☐ Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

Finally, select the date you would like the changes to take effect. If using the “From Date” option, please note that retroactive changes are not possible (you must enter a future date). Any changes you have made will reflect on the next payroll check.

Additional information from the IRS can be found using the link at the bottom of the page.


☒ From Today

☐ From Date 03/25/2021

For more information: [IRS Website: W-4](#)

Before leaving the page, you must save your changes using the button in the top-left corner.

**W-4**

 **Save**

☒ **Data saved successfully**