UAB Self Service Applications: State Online Tax Form

Click [here](#) if you are an employee with work locations outside of the state of Alabama.

Employees may adjust their state income tax withholdings through the Self Service Applications in the Oracle Administrative Systems.

**NOTE:** UAB Payroll Services employees are not allowed to give tax advice.

UAB Self Service Applications > State Online Tax Form

**NOTE:** If the employee has any assignment with a work location that is outside the state of Alabama, the employee will be directed to a Payroll Services website containing additional information.

If the employee has no assignments with a work location outside the State of Alabama, The [Alabama Online Tax Form A-4](#) page will load with the employee’s state tax withholding selections visible. The default, meaning that the employee has not made any adjustments to the filing status or withholding amounts, is “S” Claiming $1500 Exemption and 0 (zero) for both Allowances and Additional Amount Withheld.

To make changes to state withholdings, select [Update](#).
The **Update Tax Form: State A-4 Form** window will load and the employee may make the necessary changes.

In order to obtain the **Form A-4** worksheet which will assist in completing the form, click on the hyperlink.

The employee will be directed to the **Form A-4** withholding worksheet provided by the Alabama Department of Revenue.
CHANGES IN EXEMPTIONS

You may file a new certificate at any time if the number of your exemptions INCREASES.

You must file a new certificate within 10 days if the number of exemptions previously claimed by you DECREASES for any of the following reasons:

(a) Your spouse for whom you have been claiming exemption is divorced, legally separated, or claims her or his own exemption on a separate certificate.

(b) The support of a dependent for whom you claimed exemption is taken over by someone else and you no longer expect to furnish more than half of this dependents support for the year.

OTHER DECREASES in exemption, such as the death of a spouse or dependant, do not affect your withholding until the next year, but require the filing of a new certificate by December 1 of the year in which this occurs.

Any correspondence concerning this form should be sent to the Alabama Department of Revenue, Individual and Corporate Tax Division, Withholding Tax Section, P.O. Box 327480, Montgomery, AL 36132-7480 or telephone (334) 242-1300 (fax (334) 242-0112).

EXCLUSION FROM WITHHOLDING TAX (EXEMPT STATUS)

This exemption applies only to those individuals who filed an Alabama income tax return for the previous year and who had no tax liability on that return.

“No tax liability last year” means that your previous year’s Alabama tax return indicated no tax liability for that taxable year. Therefore, if you had Alabama income tax withheld or paid estimated tax, all of this tax must have been refunded to you. If any portion of the tax paid last year was not refunded, you will not qualify for this exemption from Alabama withholding tax. For example, if your employer withheld $450 from your Alabama wages during the year and after filing your tax return for that year you received a $425 refund, you would not be eligible for exempt status.

DEPENDENTS

To qualify as your dependent (Line 4 on other side), a person must receive more than one-half of his or her support from you for the year and must be related to you as follows:

Your son or daughter (including legally adopted children), grandchild, stepson, stepdaughter, son-in-law, or daughter-in-law;

Your father, mother, grandparent, stepfather, stepmother, father-in-law, or mother-in-law;

Your brother, sister, stepbrother, stepsister, half brother, half sister, brother-in-law, or sister-in-law;

Your uncle, aunt, nephew, or niece (but only if related by blood).

PENALTIES

Penalties are imposed for willfully supplying false information. If an employee is believed to have claimed too many exemptions, this information should be reported to the Alabama Department of Revenue, Withholding Tax Section.
Once the employee has made the necessary changes on the **Update Tax Form: State A-4 Form**, place a check (√) mark in the box beside *I Agree*.

Click **Continue**.

The **Review Tax Form: State A-4** form will load. Confirm that the changes are correct.

Select **Submit**.

The **Confirmation** page will load indicating that the changes have been applied.

The employee will receive an email notification stating that changes have been made.