UAB Self Service Applications: Federal Online Tax Form

Employees may adjust their federal income tax withholdings through the Self Service Application in the Oracle Administrative Systems. Withholding status and allowance(s), including any additional amount withheld, will apply to all active employee assignments.

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

UAB Self Service Applications > Federal Online Tax Form

The Tax Form page will load with the employee's federal tax withholding selections visible. The default, meaning that the employee has not made any adjustments to the filing status or withholding amounts, is Single and 0 (zero) for both Allowances and Additional Amount Withheld.

To make changes to federal withholdings, select Update.

The Update Tax Form: Federal W-4 Form window will load and the employee may make the necessary changes.
In order to obtain the Form W-4 worksheet which will assist in completing the form, click on the hyperlink.

IRS Federal W-4 Form(PDF)

The employee will be directed to the Form W-4 (2010) withholding worksheet provided by the Internal Revenue Service.
Once the employee has made the necessary changes on the **Update Tax Form: Federal W-4 Form**, place a check (√) mark in the box beside **I Agree**.

Click **Continue**.

The **Federal Online Tax Form: Review** page 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.