UAB Self Service Applications: Online Tax Form

To access the form, go to: **UAB Self Service Applications > Online Tax Form**

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

Completing the Federal Tax Form

1. 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, click **Update.**

2. The **Update Tax Form: Federal W-4 Details** window will load and the employee may make the necessary changes.

To obtain the **Form W-4** worksheet which will assist in completing the form, click on the hyperlink found under **Federal W-4 Details.** The employee will be directed to the **Employee’s Withholding Certificate** form provided by the Internal Revenue Service.

3. 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.**
4. Click *Continue.*

5. The **Online Tax Form: Review** page will load. Confirm that the changes are correct.

6. Click *Submit.*

7. The **Confirmation** page will load indicating that the changes have been applied. Click *Return to Overview.* The employee will receive an email notification stating that changes have been made.
Completing the State Tax Form

1. To access the State Tax Form, go to the Tax Form Type and click the option for State.

   The State W-4 Details 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.

2. To make changes to state withholdings, click Update.

3. The Update Tax Form: State W-4 Form window will load and the employee may make the necessary changes.

   To obtain the state withholding form, click on the hyperlink under Additional Information.

   ![Update Tax Form: State W-4 Form](image)
4. Once the employee has made the necessary changes on the Update Tax Form: State W-4 Form, place a check (√) mark in the box beside I Agree.

5. Click Continue.

6. The Online Tax Form: Review form will load. Confirm that the changes are correct.

7. Click Submit.

The Confirmation page will load indicating that the changes have been applied. Click Return to Overview. The employee will receive an email notification stating that changes have been made.