Update Federal Tax Withholding (W4)
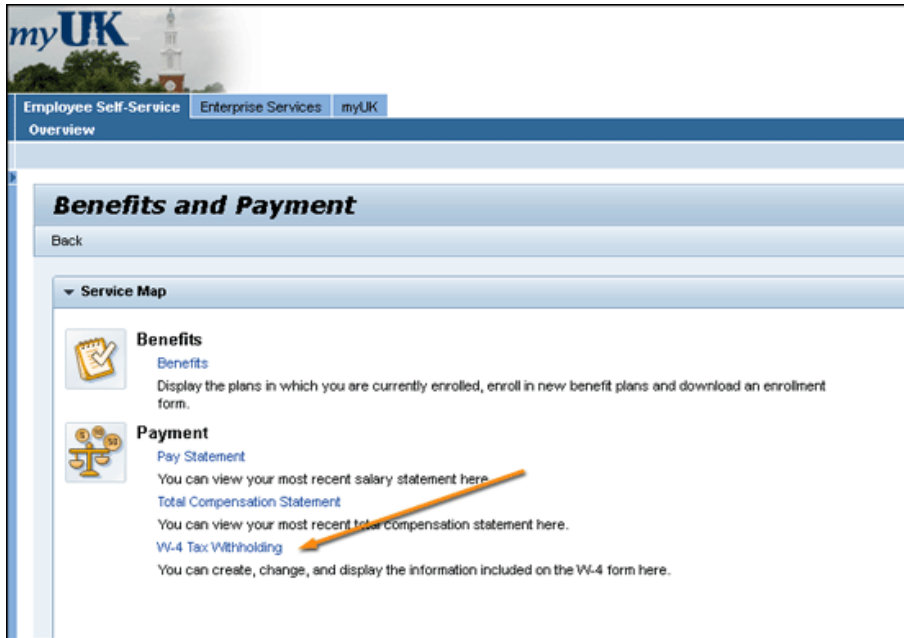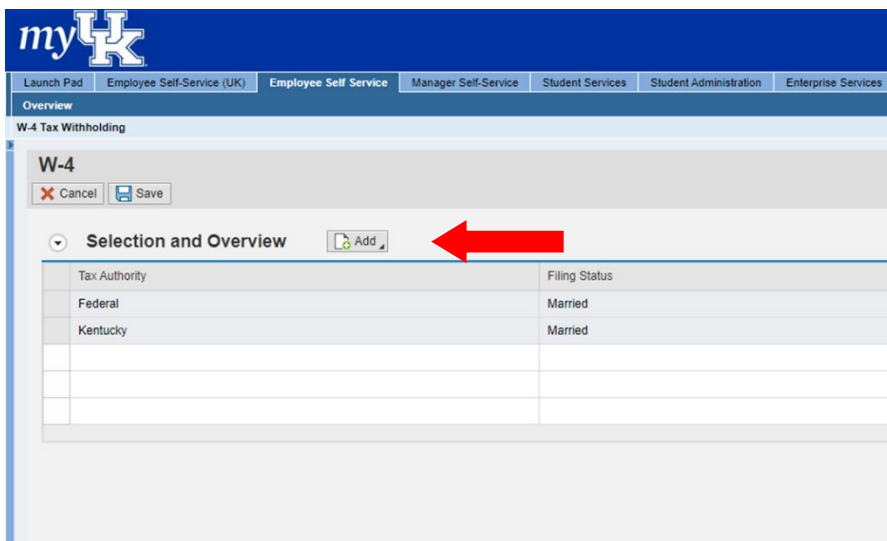
1. Login to the myUK ESS portal at myuk.uky.edu. If you need assistance, visit this guide first.

2. Click the "Benefits and Payment" menu item.

3. Click the W-4 Tax Withholding item under the "Payment" section of the Benefits and Payment main page.

4. Click Add and choose Create form for Federal.

5. The screen will populate with 5 steps: The personal information section highlighted in blue below will auto populate with your personal information.

- **Steps 1 <u>AND</u> 5 are mandatory** and must be completed. If not completed, your marital tax status will default to single and the federal tax withheld will be at the highest rate.

- **Steps 2 through 4 are optional.**

Click on save once you have entered your information. The change will take affect with the next payroll processed.

Update State Tax Withholding (K4)

•Due to the KY state tax change in 2018, completing a K4 form in no longer required. <u>Only employees claiming exempt from state taxes should fill out the K4 form. Please read the entire form and exemption qualification before completing. Claiming exempt from taxes could result in you owing state taxes when filing annual tax returns.</u>

•Form can be found at: https://revenue.ky.gov/Forms/42A804%20(K-4)%20(02-2019).pdf

If you have questions or need assistance, please call the payroll analyst for your last name. The payroll analyst and their contact information can be found by clicking the link below.

https://www.uky.edu/ufs/payroll-services

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