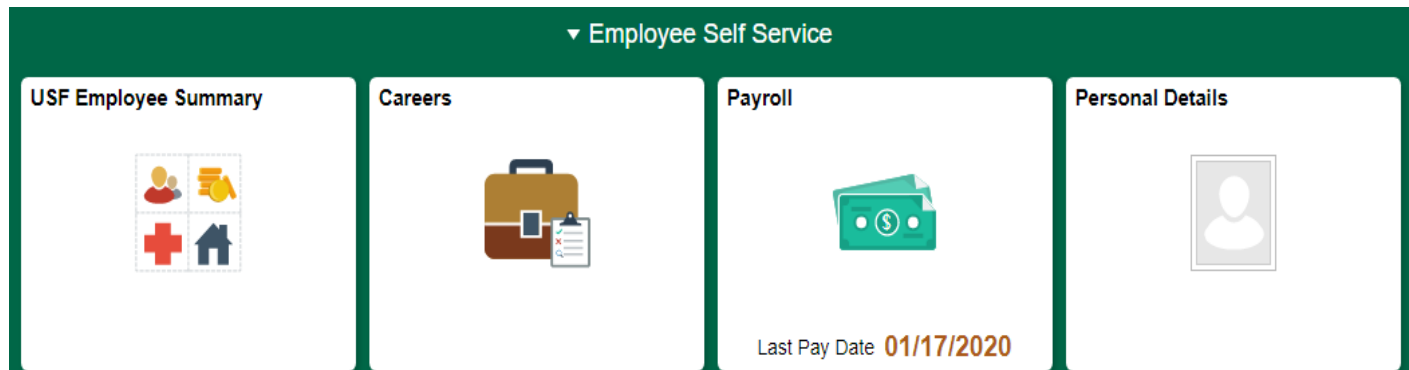
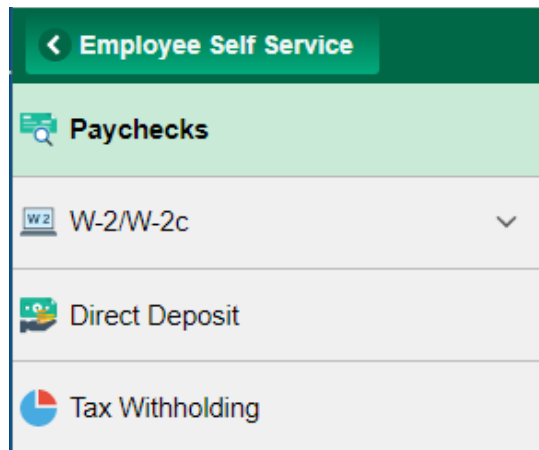


The Employee Self-Service option is now available via the regular GEMS menu item under Business Systems when you log onto MyUSF using your NETID and Password.

Once you have successfully logged into GEMS/Employee Self Service click on the Payroll tile to access the Tax Withholding.



Click on Tax Withholding.



**The IRS has developed a list of [Frequently Asked Questions](#) regarding the new fields on the form. We encourage all employees to use the IRS Tax Estimator to ensure that the taxes calculated to your withholding preferences. <https://www.irs.gov/individuals/tax-withholding-estimator>

W-4 Withholding Certificate

Betty Locherty
 Global Business Institute

Social Security Number 341-95-7245

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.
 Your withholding is subject to review by the IRS www.irs.gov.

Step 1: Personal Information

Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov.

Address

343, Hill stone road
 Buffalo NY 74940

Filing Status

- Single or Married filing separately
- Married filing jointly (or Qualifying widow(er))
- Head of Household (Check only if you are unmarried and pay more than half the cost of keeping up a home for yourself and a qualifying individual).

Complete steps 2 through 4 ONLY if they apply to you. To see if you are exempt from withholding or you have concerns about your privacy, see instructions for Form W-4 on the IRS website.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all these jobs.

[View Instructions](#)

Multiple Jobs or Spouse Works

Complete steps 3 through 4(b) on Form W-4 for only one of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3 through 4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents

[View Instructions](#)

If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by \$2,000	<input type="text"/>
Multiply the number of other dependents by \$500	<input type="text"/>
Other tax credits	<input type="text"/>
Total	<input type="text"/>

Step 4: Other Adjustments

[View Instructions](#)

(a) Other Income	<input type="text"/>
(b) Deductions	<input type="text"/>
(c) Extra Withholding	<input type="text"/>

Claim Exemption from Withholding

I claim exemption from withholding for the year and I certify that I meet

BOTH of the following conditions for exemption from withholding:

- Last year I owed no federal income tax.
- This year I expect to owe no federal income tax.

Check this box if you meet both conditions to claim exemption from tax withholding

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.

*If you select exempt (no withholding), you will receive the below message.

Exempt Status Warning (20000,61)

NOTE: Your exempt status must be renewed annually.

The exemption status will be reset to Single/Zero if it is not renewed by February 15th.

Click OK, and then click Submit to receive a confirmation message.

Submit Confirmation

- The Submit was successful.
However, due to timing, your change may not be reflected on the next paycheck.