Log into the SOS System

- Select the “My Employee Information” tab
- Select “Tax Forms”

Send questions or comments regarding this site to Web for Employee Questions.

Benefits and Deductions

- Retirement plans
- Health insurance information
- Flex spending accounts
- Miscellaneous deductions.

Pay Information

- View & Update Direct Deposit
- Earnings and Deductions History
- Pay Stubs.
- Salary Statement

Tax Forms

- View your last year’s W-2 Form.
- View your W-4 Data.
- Electronic W-2 Consent.
- Update W-4 Information.

Select “Update W-4 Information”
• Make Changes

On this screen you will be able to select the changes you want to make – you can change Deduction Status (Active / Exempt) or Filing Status (Head of Household, Married, Married but use Single Rate or Single), Number of Allowances or an additional Withholding dollar amount:

![Update W-4 Information](image)

• Certify Changes

Once you have made your changes, click on “Certify Changes” which will take you to the W-4 Certification Screen:

![W-4 Certification](image)
Submit Changes

Enter your PIN number and click “submit” to process your changes.

Confirmation

Tax Update Confirmation

The updates you requested were successfully processed.

Tax updates are processed immediately but are subject to review by the Payroll Office.

IMPORTANT NOTE: Please contact the Payroll Office if you have any questions about the Tax Implications of your changes.

W-4 Employee's Withholding Allowance Certificate

To view the changes you have made, click on W-4 Employees Withholding Allowance Certificate.