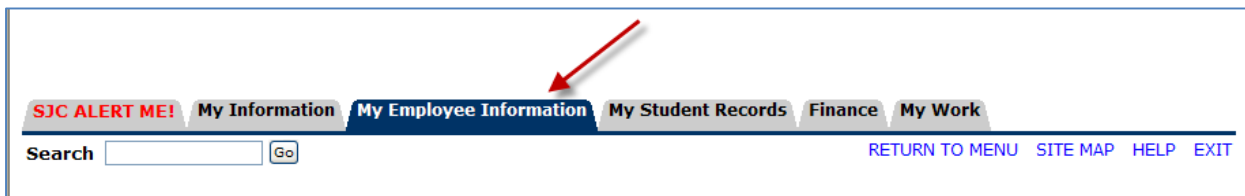


# Review / Change W-4 Information

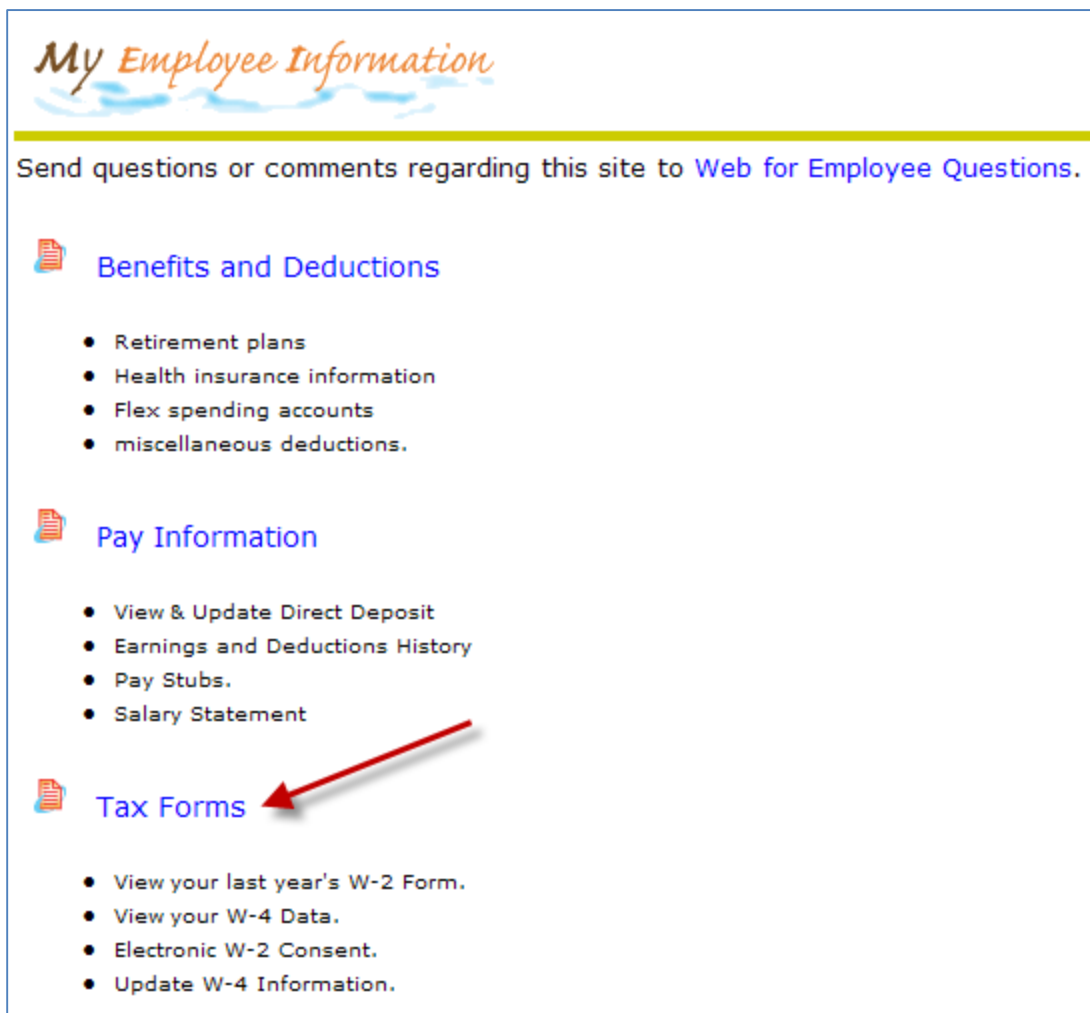
---

Log into the SOS System

- Select the “My Employee Information” tab



- Select “Tax Forms”



## Review / Change W-4 Information

- Select “W-4 Tax Exemptions/Allowances”



SJC ALERT ME! My Information My Employee Information

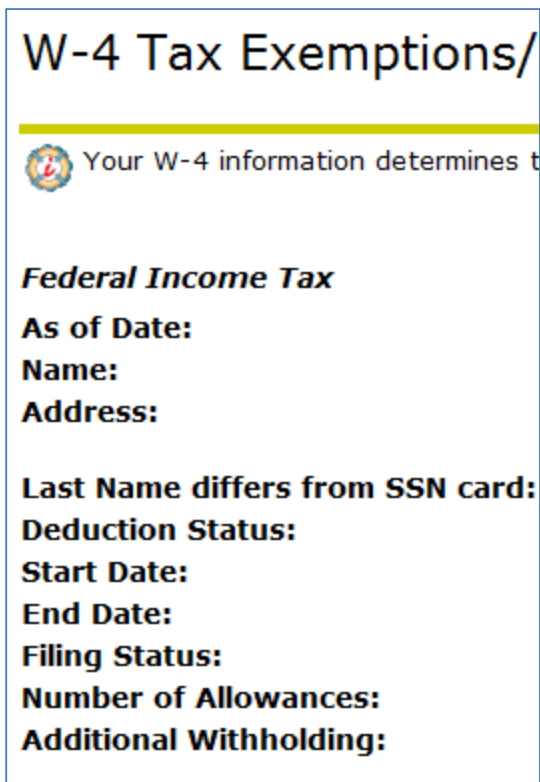
Search  Go

[W-4 Tax Exemptions/Allowances](#)

[W-2 Year End Earnings Statement](#)  
(Available after December 2002.)

[Electronic W-2 consent](#)

Here you can view your current exemptions. Below is a list of the information you will be able to review. If you choose to make changes, there is an update option at the bottom of the screen.



W-4 Tax Exemptions/Allowances

Your W-4 information determines t

**Federal Income Tax**

**As of Date:**

**Name:**

**Address:**

**Last Name differs from SSN card:**

**Deduction Status:**

**Start Date:**

**End Date:**

**Filing Status:**

**Number of Allowances:**

**Additional Withholding:**


[History](#) | [Update](#) | [Contributions or Deductions](#)

- **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*:

# Review / Change W-4 Information

## Update W-4 Information

 Enter your desired changes and click the Submit Changes button. Please realize that by clicking the Submit Changes button, you are under penalty of perjury if the information submitted is not true and valid. If the Delete box is visible at the bottom of the page, you can delete your change by checking the box and clicking the Submit Changes button.

\* - indicates a required field.

### Federal Income Tax

Deduction Effective as of:

Dec 01, 2012

If your last name differs from that shown on your Social Security Card, check here.

Note: You must contact Social Security Administrator for a replacement card.

Effective Date of Change MM/DD/YYYY:\*

12/01/2012

Note: Effective Date must be after Nov 30, 2012 the date you were last paid.

Deduction Status:\*

Active

I claim exemption from withholding for the tax year specified, and I certify that I meet both of the following conditions for exemption.

\* Last year I had a right to a refund of all federal income tax withheld because I had no tax liability and

\* This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.

If you meet both conditions, select "Exempt" in Deduction Status field.

Filing Status:\* Single

Number of Allowances 99 :\* 1

Add W/H 999999.99 : 10.00


Certify Changes

Restore Original Values

- **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

 Enter your PIN and select Submit if you agree with the statement below. Otherwise, select a link and your W-4 changes will not be submitted.

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.

User ID:

Password:

Submit

W-4 Employee's Withholding Allowance Certificate

Enter your user ID and Password and select the Submit button. You will then see a confirmation screen.

## Review / Change W-4 Information

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### Tax Update Confirmation

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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](#)

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[ [Benefits and Deductions Menu](#) | [Employee Main Menu](#) | [Main Menu](#) ]

To view the changes you have made, click on [W-4 Employees Withholding Allowance Certificate](#).