



Complete Your W-4 Form (Employee’s Withholding Certificate)

Using PeopleSync, you are able to update information such as Marital Status. You will also have the ability to electronically verify your Federal Withholding Election form. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Note: State and local tax withholding elections can also be completed in PeopleSync. For more information, please see the [State and Local Elections instructions](#).

Update Federal Tax Withholdings:

Steps
1. From the PeopleSync home page, locate and click the Pay icon.
2. Under the <i>Actions</i> menu, select Withholding Elections link.
3. The <i>Withholding Elections</i> page will display and will default to the Federal Elections tab. To proceed, click the [Update] button.
4. On the Complete Federal Elections page, enter the Effective Date you would like your elections to take effect.
5. Click the [OK] button to continue. Note: <i>Company</i> will populate with New York University.
6. The <i>W-4 Employee’s Withholding Certificate</i> page allows you to update the following W-4 info: <ul style="list-style-type: none"> • Filing Status (Marital Status): Update your marital status • Multiple Jobs or Spouse Works • Claim Dependents: Enter number of qualifying children • Other Adjustments: Additional amount to be withheld each pay period • Other Income: This may include interest, dividends, and retirement income • Nonresident Alien: Identify if you are a nonresident alien • Exempt: Claim exemption from withholding for the current year Note: Fields marked with a red asterisk are required in PeopleSync.
7. Click the [I Agree] checkbox to electronically verify the selections you’ve made on your W-4.
8. Click the [OK] button to continue. Note: Fields marked with an asterisk are required in PeopleSync.
9. You will receive a confirmation message once you have successfully updated your Federal Tax Elections.
10. Click the [Done] button to return back to your Withholding Elections page.
11. Click the Add Federal Withholding Elections link under Do Another if you wish to complete another Federal Tax Election form.
12. Review your updated Federal Withholding Tax Elections. Note: Your updated election information will only display on the date that is selected as the Effective Date entered in Step 4 above.

For additional information, please contact PeopleLink at (212) 992-LINK [5465] or AskPeopleLink@nyu.edu.