

Complete Your State and Local Tax Withholding Elections

Using PeopleSync, you are able to update information such as Marital Status and Number of Allowances for your State and Local Withholding Elections.

Note: Federal Tax Withholding Elections (W-4 Form) can also be completed in PeopleSync. For more information, please see the [Complete Your W-4 Form tip sheet](#).

Update State and Local Withholding Elections

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. Select the State Elections or Local Elections tab to view your current elections. To proceed, click the Update button.
4. On the <i>Complete State and Local Withholding Elections</i> page, enter the Effective Date you would like your elections to take effect.
5. Select the State and then select the Withholding Form Type you would like complete. The Withholding Form Types available to you will change depending on state you select. Note: <i>State will default to New York and the Withholding Form Type will default to IT-2104 – Withholding.</i>
6. Click the [OK] button to continue.
7. On the following page, enter or update the fields on the Withholding Form Type you selected in Step 5. You can also select View Blank Form to view a blank PDF version of the form you selected, which includes instructions. Note: Fields marked with a red asterisk are required in PeopleSync.
8. Click the [I Agree] checkbox to electronically verify the selections you've made.
9. Click the [OK] button to continue.
10. You will receive a confirmation message once you have successfully updated your Federal Tax Elections. If you wish to complete another form, select State and Local Withholding Elections under <i>Do Another</i> .
11. Review your updated State and Local 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