

Updating your W-4

- Log in to My.Northeast
- [Employee Tab](#)
- [Tax Forms](#)
- [W-4 Employee's Withholding Allowance Certificate](#)
- [Update](#) ([Vendor Web Site](#) will take you to the IRS W-4 worksheet if needed)
- Enter all required fields
 - **Effective Date:** leave as the default if you would like the change to take place on your next paycheck
 - **Deduction Status:** leave as Active unless you meet the conditions outlined for Exempt (If you select Exempt, you will need to complete a new W-4 each year)
 - **Filing Status:** select your filing status for tax purposes
 - **Number of Allowances:** enter the total number of allowances you are claiming
 - **Additional Withholding:** enter any additional amount you want withheld from each paycheck
- [Certify Changes](#)
- Click [OK](#) to certify accuracy of changes
- You will then receive a confirmation message

The screenshot shows the My.Northeast website interface. The navigation menu at the top includes 'Personal Information', 'Student', 'Faculty Services', 'Employee' (which is circled in red), and 'Finance'. Below the menu is a search bar with a 'Go' button. The main content area is titled 'Employee' and lists several links: 'Time Sheet', 'Leave Report', 'Request Time Off', 'Benefits and Deductions', 'Pay Information', and 'Tax Forms' (which is circled in red). Under 'Tax Forms', there is a sub-link for 'Electronic tax statements'.

This screenshot shows a close-up of the 'Tax Forms' section. The link 'W-4 Employee's Withholding Allowance Certificate' is circled in red.

The screenshot displays the 'Federal Income Tax' form. Key fields include:

- As of Date:** Nov 08, 2018
- Name:** [Redacted]
- Address:** [Redacted]
- Last Name differs from SSN card:** No
- Deduction Status:** Active
- Start Date:** Jun 01, 2016
- End Date:** [Empty]
- Filing Status:** Single
- Number of Allowances:** 1
- Additional Withholding:** 20.00

 A note at the bottom states: 'Note: Additional amount, if any, you want withheld from each paycheck.' There is a 'Print' button on the left and navigation links for 'History', 'Update' (circled in red), 'Contributions or Deductions', and 'Vendor Web Site' (boxed in red) at the bottom right.

This screenshot shows the 'Federal Income Tax' form with several fields highlighted by red circles:

- Deduction Status:** Active (dropdown menu)
- Filing Status:** Single (dropdown menu)
- Number of Allowances:** 1 (input field)
- Additional Withholding 999999.99:** 20.00 (input field)

 The form also includes a 'Certify Changes' button (circled in red) and a 'Restore Original Values' button at the bottom.