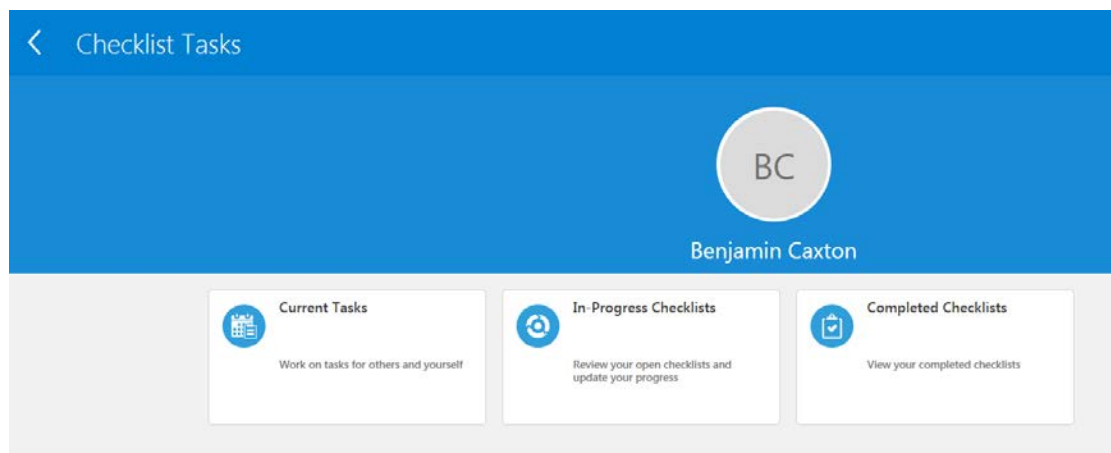


W-4 Completion Steps

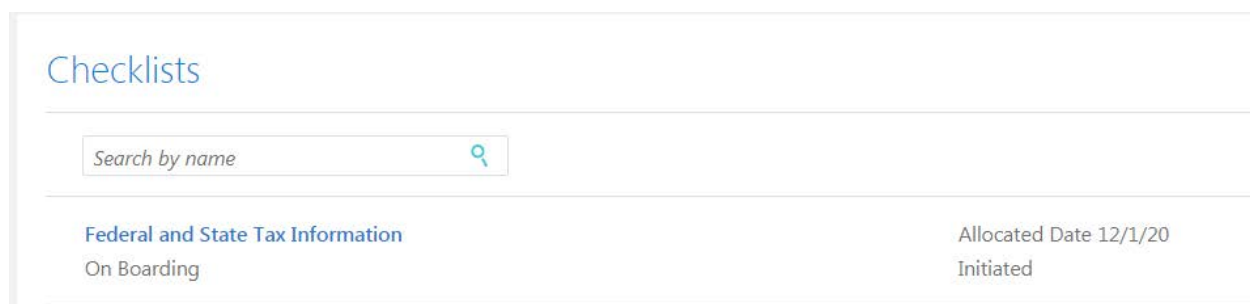
1. Go to <https://www.irs.gov/pub/irs-pdf/fw4.pdf> for guidance on entering your tax deduction amount
2. Log into myHR and
3. Select the About Me tab and click on the Checklist Tasks icon



4. Click the 'In-Progress Checklist' tile



5. Select Federal and State Tax Information



6. Open the Federal and State W-4 task

My Tasks

<input type="checkbox"/>	Actions ▾
<input type="checkbox"/>	Federal and State W-4 Required
<input type="checkbox"/>	Federal W-4 Link Optional
<input type="checkbox"/>	W-4 Instructions Optional

7. Click 'Go to Task'

W-4
Benjamin Caxton

Go to TaskCompleteActions ▾

Contact Info

Name
Jason Gerlt

Due By
10/9/20

Email
JasonGerlt@creighton.edu

Phone
402-280-2790

8. To enter Federal Tax information Click the Pencil Icon

Tax Withholding
Peter Chriss

Creighton University

+ Add

Form Name Federal	Qualifying Dependents Amount 0 USD
Start Date 10/14/20	Other Dependents Amount 0 USD
Filing Status Single or Married filing separately	Total Dependents Amount 0 USD
Multiple Jobs	Other Income Amount 0 USD
Extra Withholding 0 USD	Deductions Amount 0 USD
Exempt from Federal Income Tax	

9. Enter your Tax information. **Note: Payroll and HR cannot provide guidance on what you should enter for withholdings, you will need to consult a tax advisor or click on <https://www.irs.gov/pub/irs-pdf/fw4.pdf> for deduction guidance.**

Tax Withholding
Peter Chriss

Creighton University

Form Name
Federal

*When does this change start?
10/23/20

*Filing Status
Single or Married filing separately

Multiple Jobs
[Dropdown]

Extra Withholding
0 USD

Exempt from Federal Income Tax
[Dropdown]

Qualifying Dependents Amount
0 USD

Other Dependents Amount
0 USD

Total Dependents Amount
0 USD

Other Income Amount
0 USD

Deductions Amount
0 USD

☐ I Agree

10. When you are finished check the 'I Agree' check box and click Save
11. To Enter State Tax information click the Add button

Tax Withholding
Peter Chriss

Creighton University

Form Name
Federal

Start Date
10/14/20

Filing Status
Single or Married filing separately

Multiple Jobs
[Dropdown]

Extra Withholding
0 USD

Exempt from Federal Income Tax
[Dropdown]

Qualifying Dependents Amount
0 USD

Other Dependents Amount
0 USD

Total Dependents Amount
0 USD

Other Income Amount
0 USD

Deductions Amount
0 USD

12. click on the one of the following links for guidance on entering state tax withholdings or search for your state's current W-4 or tax withholding form
- Nebraska: https://revenue.nebraska.gov/files/doc/tax-forms/f_w4.pdf
 - Iowa: <https://tax.iowa.gov/sites/default/files/2019-12/2020IAW-4%2844019%29.pdf>
 - Arizona: <https://azdor.gov/forms/withholding-forms/arizona-withholding-percentage-election>

13. Select your state from the 'What form would you like to add?' drop down. This is the state in which you will file your annual tax return.

Tax Withholding
Peter Chriss

Creighton University

*When does this change start?
10/23/20

*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.
☐ I Agree

Form Name
Federal

Start Date
10/14/20

Filing Status
Single or Married filing separately

Multiple Jobs
0

Extra Withholding
0 USD

Exempt from Federal Income Tax
0

*What form would you like to add?

AK

AL

AR

AS

AZ

CA

CO

CT

DE

FL

GA

HI

IL

IN

IA

KS

KY

LA

ME

MA

MD

MI

MN

MO

MS

MT

NE

NH

NJ

NM

NY

NC

ND

OH

OK

OR

PA

RI

SC

SD

TN

TX

UT

VA

VT

WA

WI

WY

Deductions Amount
0 USD

14. Enter your Tax information. **Note: Payroll and HR cannot provide guidance on what you should enter for withholdings, you will need to consult a tax advisor or use your states tax withholding form for guidance.**

Tax Withholding
Peter Chriss

Creighton University

*When does this change start?
10/23/20

*What form would you like to add?
NE

Filing Status
Single

*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.
☐ I Agree

Allowances
0

Additional Tax Amount
USD

Exempt from State Income Tax
0

15. When you are finished check the 'I Agree' check box and click Save.
16. Your tax information will display
17. Click the back arrow to exit this section

Tax Withholding
Peter Chriss

Creighton University

Form Name

Federal

Start Date

10/14/20

Filing Status

Single or Married filing separately

Multiple Jobs

Extra Withholding

0 USD

Exempt from Federal Income Tax

Form Name

NE

Start Date

10/23/20

Filing Status

Single

Allowances

1

Additional Tax Amount

50 USD

Exempt from State Income Tax

No

+ Add

18. To mark task as complete you will need to reenter the 'In Progress Checklists' tile
19. Click on the Federal and State Tax Information task
20. Click on Federal and State W-4
21. Click Complete

W-4
Peter Chriss

Go to Task

Complete

Actions

Contact Info

Name

Jason Gerlt

Due By

10/29/20

Email

JasonGerlt@creighton.edu

Phone

402-280-2790

22. The task will be removed from the checklist task list

My Tasks

☐

Actions

☐

Federal W-4 Link

Optional

☐

W-4 Instructions

Optional