

OKLAHOMA WITHHOLDING UPDATES ON SELF SERVICE

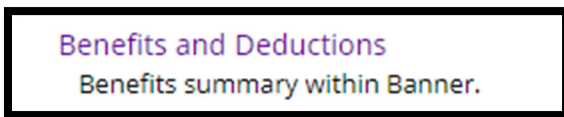
At the time of hire, U.S. Citizens and Resident Non-Citizens state withholding will default to Oklahoma state tax, single filing status and zero allowances.

Changing to another state or exempt filing status (any state) cannot be setup through Banner self-service and must be setup by emailing the state W-4 to payroll.services@okstate.edu.

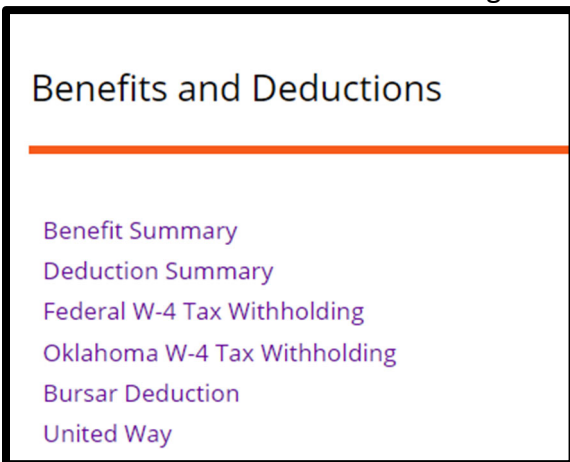
Non-Resident Non-Citizens should contact International Students and Scholars at iss@okstate.edu for more information regarding tax withholding options.

Marital status, number of allowances and additional withholding amounts can be changed via Banner self-service as follows.

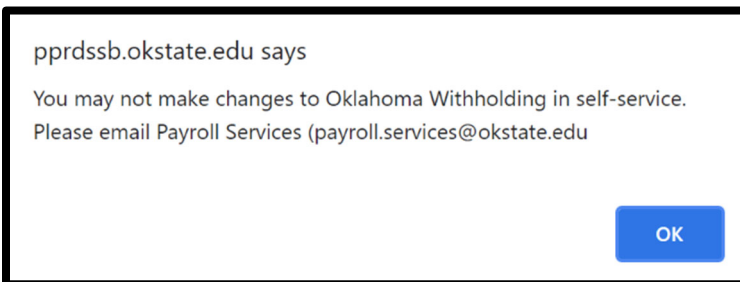
1. Log in to Employee Self Service.
2. Select Benefits and Deductions.



3. Select Oklahoma W-4 Tax Withholding.



NOTE: If you receive the error below, contact payroll.services@okstate.edu.



4. Update the information.

Oklahoma State Tax
Deduction Effective as of: Jul 01, 2021

Status: Active

Effective Date of Change MM/DD/YY
 Note: Effective Date must be after Jun 30, 2021 the date you were last paid.

Filing Status:*

Exmptns:*

Additional Withholding 999999.99 :

Use the drop-down menu to choose the correct filing status

This should be the date to you want the change to be effective. Must be MM/DD/YYYY

Enter the number of allowances/exemptions here.

Enter any *additional* amount you want to be withheld per paycheck

5. Enter the date you want the change to be effective (subject to limitations based on the payroll processing schedule) in the “Effective Date of Change MM/DD/YYYY” field.
6. Use the drop-down box to select the appropriate Filing Status:
 Head of Household,
 Married,
 Married, but use Single Rate,
 Single
7. Enter the desired number of allowances/exemptions in the “Exemptions” box (as a whole number).
8. Enter any additional amount you want withheld each pay period in the “Additional Withholding 999999.99” box (as a decimal, two places after the decimal).
9. Users are responsible for entering accurate information. Oklahoma State University is not responsible for any taxes owed or fines that might be incurred due to inaccurate information.
10. Review all information and click the button.
11. After you make changes, click [Miscellaneous](#)

12. Scroll to the Oklahoma click the [History](#) button next to “Oklahoma State Tax” to review all entries and verify the changes you made. Repeat if additional changes are needed.

Oklahoma State Tax
Benefit or Deduction as of date: Mar 09, 2021
Status of Benefit or Deduction: Active
Start Date: Jul 19, 1993
End Date:
Filing Status: Single
Exmptns: 1
Additional Withholding: 50.00

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



Miscellaneous Benefits History

These changes may include updates you initiated as well as changes that are a result of benefit plan updates by the Benefit Administrator.

Oklahoma State Tax
Benefit or Deduction from and to dates: Jul 19, 1993

Current Plan	Effective Date	Status	Filing Status	Exmptns	Additional Withholding
My Current Plan	Jul 19, 1993	Active	Single	01	.00
	Jun 01, 2017	Active	Single	1	50.00
	May 01, 2021	Active	Married	12	50.75

[Miscellaneous](#)

If you have questions or need help modifying this deduction in employee self-service, email payroll.services@okstate.edu.

Oklahoma Tax Commission
Employee's State Withholding Allowance Certificate

This certificate is for income tax withholding purposes only. Type or print.

NOTE: Do NOT mail to the Oklahoma Tax Commission.

Your First Name and Middle Initial	Last Name	Your Social Security Number
Home Address (Number and Street or Rural Route)	Filing Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate	
City or Town	State	ZIP Code

1. Allowance For Yourself: Enter 1 for yourself	1	
2. Allowance For Your Spouse: Does your spouse work? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, enter 0. If no, enter 1 for your spouse...	2	
3. Allowance For Dependents: Enter the number of dependents you will claim on your tax return. Do not claim yourself or your spouse or dependents that your spouse has already claimed on his or her Form OK-W-4	3	
4. Additional Allowances: You may claim additional allowances if you itemize your deductions or have other state tax deductions or credits that lower your tax. Enter the number of additional allowances you would like to claim	4	
5. Total Number of Allowances You Are Claiming: Add Lines 1 through 4 and enter total here	5	
6. Additional Withholding: If you expect to have a balance due (as a result of interest income, dividends, income from a part-time job, etc.) on your tax return, you may request your employer to withhold an additional amount of tax from each pay period. To calculate the amount needed, divide the amount of the expected balance due by the number of pay periods in a year. Enter the additional amount to be withheld each pay period here	6	\$
7. Exempt Status: If you had a right to a refund of all of your Oklahoma income tax withheld last year because you had no tax liability and this year you expect a refund of all Oklahoma income tax withheld because you expect to have no tax liability, write "Exempt" on Line 7. See information below	7	
8. If you meet the conditions set forth under the Servicemember Civil Relief Act, as amended by the Military Spouses Residency Relief Act and have no Oklahoma tax liability, write "Exempt" on line 8 and complete Form OW-9-MSE. See information below	8	
9. If income earned as a member of any active duty component of the Armed Forces of the United State is eligible for the military income deduction write "exempt" on Line 9	9	

Under penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate, or I am entitled to claim exempt status.

Employee's Signature (Form is not valid unless you sign it)	Date (MM/DD/YYYY)
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Form OK-W-4 is completed so you can have as much "take-home pay" as possible without an income tax liability due to the state of Oklahoma when you file your return. Deductions and exemptions reduce the amount of your taxable income. If your income is less than the total of your personal exemption plus your standard deduction, you should mark "Exempt" on Line 7 above. The following amounts of your annual Oklahoma adjusted gross income will not be taxed by the state of Oklahoma when you file your individual income tax return.

<u>Single</u>	<u>Married Filing Joint</u>
\$1,000 - personal exemption	\$ 2,000 - personal exemption
<u>\$6,350</u> - standard deduction	<u>\$12,700</u> - standard deduction
\$7,350 - Total	\$14,700 - Total
+\$1,000 for each dependent	+\$1,000 for each dependent

Items to Remember:

- If your filing status is married filing joint and your spouse works, do not claim an exemption on Form OK-W-4 for your spouse.
- If you and your spouse have dependents, please be sure only one of you claim the dependents on your Form OK-W-4. If both spouses claim the dependents as an allowance on Form OK-W-4, it may cause you to owe additional Oklahoma income tax when you file your return.
- If you have more than one employer, you should claim a smaller number or no allowances on each Form OK-W-4 filed with employers other than your principal employer so the amount withheld will be closer to your amount of total tax.
- If you itemize your deductions, instead of using the standard deduction, the amount not taxed by Oklahoma may be a greater or lesser amount.
- If you are claiming an "Exempt" status due to the Military Spouses Residency Relief Act you must provide Form OW-9-MSE "Annual Withholding Tax Exemption Certification for Military Spouses".