

U.S. Citizens and Resident Non-Citizens Federal & State Withholding Forms

Federal Tax Withholding Form – U.S. Citizens and Resident Non-Citizens

U.S. Citizens and Resident Non-Citizens Federal withholding will default to Single marital status and no deductions. A different marital status can be set up online via self-service as follows:

1. Log in to Employee Self Service
2. Select Tax Forms
3. Select Federal W-4 Tax Withholding
4. It is strongly suggested that employees use the IRS Tax Withholding Estimator, which can be accessed by clicking on the “Vendor Web Site” link at the bottom right of the screen, to help estimate whether the amount withheld is sufficient.
5. Select Update (at the bottom of the screen)
6. Enter the date you want the change to be effective (subject to limitations based on the payroll processing schedule).
7. Use the dropdown box labeled “filing status” to indicate your filing status.
8. The “Under Age 17 Amount” is a dollar amount based on \$2000 per dependent claimed. Do not enter the number of dependents (1, 2, 3, etc).
9. The “Above Age 17 Amount” is a dollar amount based on \$500 per dependent claimed. Do not enter the number of dependents (1, 2, 3, etc).
10. Dependent Amount – it is critical that the total of the “Under Age 17 Amount” and the “Above Age 17 Amount” be correctly entered here. If the total isn’t entered by the user, there won’t be an adjustment.
11. 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.

State Tax Withholding Forms U.S. Citizens and Resident Non-Citizens – Job Location in Oklahoma

U.S. Citizens and Resident Non-Citizens will default to Oklahoma state tax withholding, Single marital status and 0 allowances.

All Statuses Other Than Exempt –

A different marital status other than exempt status can be set up online via self-service as follows:

1. Log in to Employee Self Service
2. Select Tax Forms
3. Select Oklahoma W-4 Tax Withholding
4. Enter the date you want the change to be effective (subject to limitations based on the payroll processing schedule). NOTE: The settings effective on the last day of a pay period are the settings used for the entire pay period.
5. Use the dropdown box labeled “filing status” to indicate your filing status.
6. Enter the number of exemptions claimed in the box next to “Exemptions”.

7. 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.

Filing Exempt - To change the filing status to exempt, complete the [Oklahoma Employee's Withholding Allowance Certificate form](#). This form is on the Payroll Services website under Payroll Tax Withholding Forms.

Print, sign and e-mail (encrypted) the completed form to OSU Payroll Services (payroll.services@okstate.edu) or deliver/mail the form to OSU Payroll Services, 409 Whitehurst, Stillwater, OK 74078.

State Tax Withholding Forms – Job Location outside of Oklahoma

If you work and live outside of Oklahoma (wages are earned outside Oklahoma), complete withholding forms required by the job location state. The [OSU State Withholding Tax List](#) can be useful in linking to the state withholding form or site. This list is on the Payroll Services website under Payroll Tax Withholding Forms.

If your state does not assess taxes on wages, or assesses a flat rate and does not require a specific withholding form, complete the [OSU Out of State Job Location Non-Assessment or Flat Rate State Form](#). This list is on the Payroll Services website under Payroll Tax Withholding Forms. No taxes are withheld if your state does not assess taxes on wages.

Print, sign and e-mail (Social Security Number is not on this form so it does not need to be sent encrypted) the completed form to OSU Payroll Services (payroll.services@okstate.edu).

Nonresident Non-Citizens Federal & State Withholding Forms

All Nonresident Aliens must make an appointment with the ISS Office on the Stillwater campus to complete your withholding and Work Permit forms

Contact the Office of International Students and Scholars, 309 Wes Watkins Center, 405.744.8117 or email iss@okstate.edu