

From the Employee Self Service homepage, select the Payroll tile then Tax Withholding tile. A page will open showing your Company name, Status, Form Types, Jurisdiction and Withholding Details:

Form Type	Jurisdiction	Withholding Details	
Federal	Federal	Tax Status Married	Dependent Amount 2000.00
		Other Income 0.00	Deductions 0.00
		Extra Withholding 50.00	Other
State	North Dakota	Tax Status Married	Withholding Allowances 0
		Additional Amount 25.00	Additional Allowances
		Additional Percentage	Other

To update the Federal withholding status, select the **arrow >** on the right.

A window will open with special instructions that you should read before continuing. It is important to know that when you update your federal tax withholding status, it will **automatically update your state tax withholding status except for an Additional Amount for North Dakota**. If you want to update your state tax withholding for an Additional Amount for North Dakota, do it separately starting in the Tax Withholding page.

### Federal Tax Withholding Forms

Company North Dakota State University

**NOTE:** Adobe Acrobat Reader required to download PDF. Not available on a mobile device.

IMPORTANT INFORMATION:

This process requires the use of Acrobat Reader to download the updateable PDF form to your computer. After you complete the form, **CLICK ON THE GREEN SUBMIT BUTTON** located at the bottom of the form. If the green submit button does not appear, the PDF is not opened in Acrobat Reader. Contact your campus Payroll office if you encounter any issues using this electronic process.

Remember to update your state tax withholding status because the change you make for Federal withholding does NOT automatically update your state tax withholding status.

**Updateable Forms**

Form Description
Federal Withholding Allowance Certificate

Click Here >

This message will appear if you have state tax withholding set up for North Dakota:

Special Notification
I understand that updates to Federal tax withholding (tax status changes or claiming exemption from Federal tax withholding) will also be applied to North Dakota withholding, in compliance with North Dakota instructions.
<input type="button" value="OK"/> <input type="button" value="Cancel"/>

Selecting OK will prompt the following message to appear:

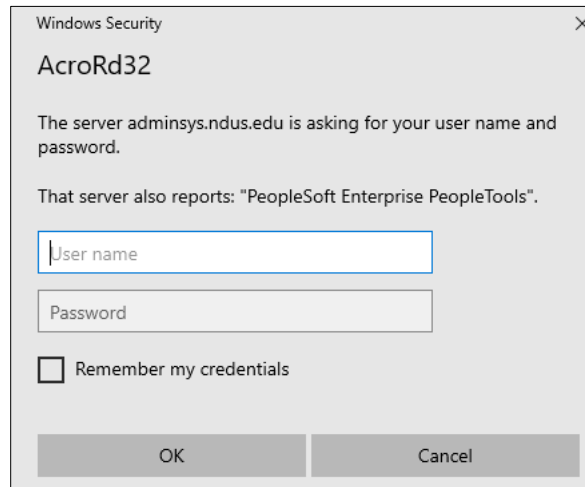
WARNING
The system will download to your computer a copy of the tax form which contains personal information. You should only continue if you are using a trusted and secure computer. You should not continue if you are using a shared computer or public computer (such as those in a library or internet café); doing this could leave your personal information vulnerable.
<input type="button" value="OK"/> <input type="button" value="Cancel"/>

Selecting OK will open the updateable form in PDF format. Selecting Cancel will cancel the transaction and you can go to your Payroll department to complete the necessary forms to update your tax withholding status.

When OK is selected the PDF form will open in a separate window. Your Name, SSN, Address, Employee’s Signature, Date, Employer’s name, Employer’s Address and EIN will all be prepopulated. The SSN is masked and only shows the last 4 digits. Step 1(c) through Step 4 are editable. Complete the form and then **select the green Submit button located in the bottom right corner of the form.**

Form <b>W-4</b> Department of the Treasury Internal Revenue Service	<b>Employee’s Withholding Certificate</b> ▶ Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. ▶ Give Form W-4 to your employer. ▶ Your withholding is subject to review by the IRS.	OMB No. 1545-0074  <b>2020</b>
<b>Step 1: Enter Personal Information</b>	(a) First name and middle initial _____ Last name _____ Address 2006 10 St N City or town, state, and ZIP code Fargo, ND 58102	(b) Social security number XXX-XX- ▶ Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov.
	(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly (or Qualifying widow(er)) <input type="checkbox"/> Head of household (Check only if you’re unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)	
Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the online estimator, and privacy.		
<b>Step 2: Multiple Jobs or Spouse Works</b>	Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs. Do only one of the following. (a) Use the estimator at <a href="http://www.irs.gov/W4App">www.irs.gov/W4App</a> for most accurate withholding for this step (and Steps 3–4); or (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld. . . . . ▶ <input type="checkbox"/> <b>TIP:</b> To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.	
Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)		
<b>Step 3: Claim Dependents</b>	If your income will be \$200,000 or less (\$400,000 or less if married filing jointly): Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$ _____ Multiply the number of other dependents by \$500 . . . . . ▶ \$ _____ Add the amounts above and enter the total here . . . . . 3 \$ _____	
<b>Step 4 (optional): Other Adjustments</b>	(a) <b>Other income (not from jobs).</b> If you want tax withheld for other income you expect this year that won’t have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income . . . . . 4(a) \$ _____ (b) <b>Deductions.</b> If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here . . . . . 4(b) \$ _____ (c) <b>Extra withholding.</b> Enter any additional tax you want withheld each pay period . . . . . 4(c) \$ _____ Exemption from withholding. By claiming exemption from withholding, you certify that you owed no Federal income tax in 2019, and that you expect to owe no Federal income tax in 2020. If you claim exemption from withholding, no income tax will be withheld from your paycheck. Not Applicable	
<b>Step 5: Sign Here</b>	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete. ▶ _____ ▶ 09/03/2020 <b>Employee’s signature</b> (This form is not valid unless you sign it.) <b>Date</b>	
<b>Employers Only</b>	Employer’s name and address North Dakota State University 1919 University Drive N Fargo, ND 58108-6050	First date of employment Employer identification number (EIN) 456002439
For Privacy Act and Paperwork Reduction Act Notice, see page 3. <span style="float: right;">Cat. No. 10220Q <span style="margin-left: 100px;">Form W-4 (2020)</span></span>		
		<input style="background-color: green; color: white; padding: 5px 15px;" type="button" value="Submit"/>

You are then prompted to enter your User name and Password (enter the same User name and password used to log in to HCM):



A Windows Security dialog box titled "AcroRd32". The text inside reads: "The server adminsys.ndus.edu is asking for your user name and password." Below this, it says: "That server also reports: 'PeopleSoft Enterprise PeopleTools'." There are two input fields: "User name" and "Password". Below the fields is a checkbox labeled "Remember my credentials" which is currently unchecked. At the bottom are "OK" and "Cancel" buttons.

The data is then uploaded to the HCM system to update your federal tax withholding status. You can save or print a copy of the W-4 for your records. You will also receive an email notification of the update:

Your tax withholding request on 2020-09-03-08.30.20.000000 for the following Company and Jurisdiction has been successfully submitted:

Company: NDUS System Info Tech Services  
Jurisdiction: Federal

However, due to the timing, your tax withholding change may not be reflected on the next paycheck.

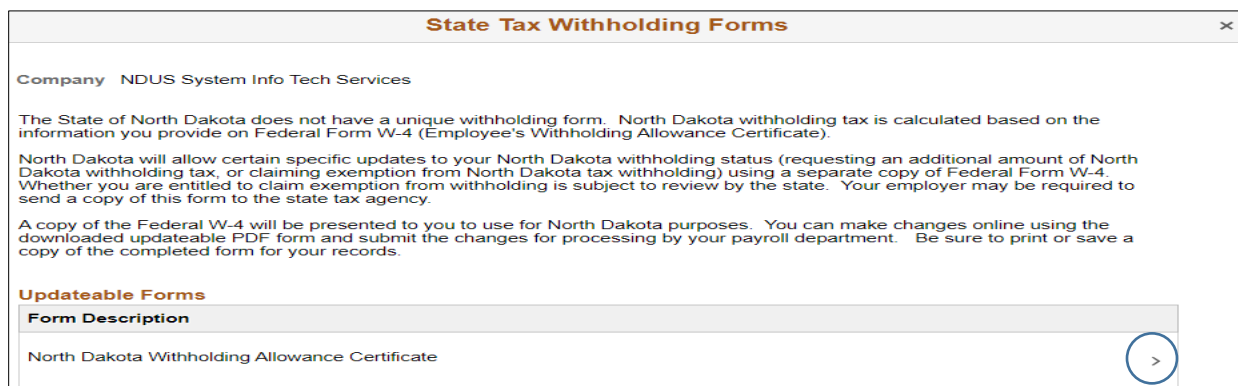
If you did not change your tax withholding data, please contact your payroll administrator immediately.

This is a system-generated email message that cannot accept incoming-email. Please do not reply to this message.

If you want to update or add an Additional Amount for North Dakota state tax withholding go back to the Tax Withholding page and complete the process for your state tax withholding.

- You will not be prompted again to enter your User Name and password if you kept the PDF page open.
- State tax withholding forms are available for every state that has state tax withholding and they accept the Federal W-4 and/or the state's own W-4.
- The SSN is masked in the state forms and only shows the last four digits.

The following example is for North Dakota:



A window titled "State Tax Withholding Forms" with a close button (X) in the top right corner. The content includes:

Company NDUS System Info Tech Services

The State of North Dakota does not have a unique withholding form. North Dakota withholding tax is calculated based on the information you provide on Federal Form W-4 (Employee's Withholding Allowance Certificate).

North Dakota will allow certain specific updates to your North Dakota withholding status (requesting an additional amount of North Dakota withholding tax, or claiming exemption from North Dakota tax withholding) using a separate copy of Federal Form W-4. Whether you are entitled to claim exemption from withholding is subject to review by the state. Your employer may be required to send a copy of this form to the state tax agency.

A copy of the Federal W-4 will be presented to you to use for North Dakota purposes. You can make changes online using the downloaded updateable PDF form and submit the changes for processing by your payroll department. Be sure to print or save a copy of the completed form for your records.

**Updateable Forms**

Form Description
North Dakota Withholding Allowance Certificate

A blue circular button with a right-pointing arrow is located at the bottom right of the table.

Form **W-4**  
Department of the Treasury  
Internal Revenue Service

### Employee's Withholding Certificate

OMB No. 1545-0074

▶ Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.  
▶ Give Form W-4 to your employer.  
▶ Your withholding is subject to review by the IRS.

**2020**

<b>Step 1:</b> <b>Enter Personal Information</b>	(a) First name and middle initial Last name	(b) Social security number XXX-XX
	Address	▶ Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to <a href="http://www.ssa.gov">www.ssa.gov</a> .
	City or town, state, and ZIP code Park Rapids, MN 56470-4506	
(c) <input checked="" type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly (or Qualifying widow(er)) <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the online estimator, and privacy.

**Step 2:** Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.  
**Multiple Jobs or Spouse Works**  
Do only one of the following.  
(a) Use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) for most accurate withholding for this step (and Steps 3-4); or  
(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or  
(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld . . . . . ▶   
**TIP:** To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

<b>Step 3:</b> <b>Claim Dependents</b>	If your income will be \$200,000 or less (\$400,000 or less if married filing jointly): Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$ _____ Multiply the number of other dependents by \$500 . . . . . ▶ \$ _____ Add the amounts above and enter the total here . . . . .	3	\$
<b>Step 4 (optional):</b> <b>Other Adjustments</b>	(a) <b>Other income (not from jobs).</b> If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income . . . . .	4(a)	\$
	(b) <b>Deductions.</b> If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here . . . . .	4(b)	\$
	(c) <b>Extra withholding.</b> Enter any additional tax you want withheld each pay period . . . . .	4(c)	\$
Exemption from withholding. I claim exemption from North Dakota withholding tax. (If you claim exemption from withholding, no income tax will be withheld from your paycheck.)		Not Applicable	

**Step 5:** Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

**Sign Here**  
Employee's signature (This form is not valid unless you sign it.) \_\_\_\_\_ Date 09/03/2020

<b>Employers Only</b>	Employer's name and address	First date of employment	Employer identification number (EIN)
	NDUS System Info Tech Services 10th Floor, State Capitol Bismarck, ND 58505-C		461100936

**Submit**

For North Dakota, only step 4(c), Extra withholding, is editable.

The following example is for Minnesota. Note: Any updates made for federal withholding will NOT automatically update Minnesota. If you want to update your Minnesota state tax withholding do it separately starting in the Tax Withholding page.

**State Tax Withholding Forms** ✕

Company NDUS System Info Tech Services

IMPORTANT INFORMATION:

This process requires the use of Adobe Reader to download the updateable PDF form to your computer. After you complete the form, CLICK ON THE GREEN SUBMIT BUTTON located at the bottom of the form. Contact your campus Payroll office if you encounter any issues using this electronic process.

You may complete Minnesota Form W-4MN so the Payroll Department can calculate the correct amount of tax to withhold from your pay. Minnesota income tax is withheld from your wages based on what you claim on the Minnesota Employee Withholding Allowance/Exemption Certificate (form W-4MN). You can file a new W-4MN form anytime your tax situation changes.

Whether you are entitled to claim a certain number of allowances or exemptions from withholding is subject to review by the State. Your employer may be required to send a copy of this form to the Agency.

**Updateable Forms**

Form Description
Minnesota Withholding Allowance Certificate <span style="float: right;">➤</span>

**DEPARTMENT OF REVENUE**

**2020 W-4MN, Minnesota Employee Withholding Allowance/Exemption Certificate**

**Employees**

Complete Form W-4MN so that your employer can withhold the correct Minnesota income tax from your pay. Consider completing a new Form W-4MN each year and when your personal or financial situation changes.

Employee's First Name and Initial _____ Last Name _____	Employee's Social Security Number XXX-XX-____
Permanent Address  City _____ State MN ZIP Code _____	Marital Status (Check one): <input type="checkbox"/> Single; Married, but legally separated; or Spouse is a nonresident alien <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate

**Read instructions on back. Complete Section 1 OR Section 2, then sign and give the completed form to your employer. Do not complete both Section 1 and Section 2. Completing both sections will make the form invalid.**

**Section 1 — Determining Minnesota Allowances**

**A** Enter "1" for yourself if no one else can claim you as a dependent ..... **A**

**B** Enter "1" if any of the following apply: ..... **B**

- You are single and have only one job
- You are married, have only one job, and your spouse does not work
- Your wages from a second job or your spouse's wages are \$1500 or less

**C** Enter "1" for your spouse. You may choose to enter "0" if you are married and have either a working spouse or more than one job. (Entering "0" may help you avoid having too little tax withheld.) .... **C**

**D** Enter the number of dependents (other than your spouse or yourself) you will claim on your tax return. .... **D**

**E** Enter "1" if you will file as Head of Household (see instructions for qualifying as Head of Household). .... **E**

**F** Total number of allowances claimed. Add steps A through E.  
 If you plan to itemize deductions on your 2020 Minnesota income tax return, you may also complete the Itemized Deductions and Additional Income Worksheet. .... **F**

**Section 2 — Exemption From Minnesota Withholding**  
 Complete Section 2 if you claim to be exempt from Minnesota income tax withholding (see Section 2 instructions for qualifications). If applicable, check one box below to indicate why you believe you are exempt:

**A** I meet the requirements and claim exempt from both federal and Minnesota income tax withholding.

**B** Even though I did not claim exempt from federal withholding, I claim exempt from Minnesota withholding, because of all of the following:

- I had no Minnesota income tax liability last year
- I received a refund of all Minnesota income tax withheld
- I expect to have no Minnesota income tax liability this year

**C** All of the following are true:

- My spouse is a military service member assigned to a military location in Minnesota
- My domicile (legal residence) is in another state
- I am in Minnesota solely to be with my spouse. My state of domicile is

**D** I am an American Indian that resides and works on a reservation.

**E** I am a member of the Minnesota National Guard or an active duty U.S. military member and claim exempt from Minnesota withholding on my military pay.

**F** I receive a military pension or other military retirement pay as calculated under U.S. Code, title 10, sections 1401 through 1414, 1447 through 1455, and 12733 and I claim exempt from Minnesota withholding on this retirement pay.

**Minnesota Allowances and Additional Withholding**

**1** Minnesota Allowances. Enter Step F from Section 1 above or Step 10 of the Itemized Deductions Worksheet ... **1**

**2** Additional Minnesota withholding you want deducted each pay period (see instructions) ..... **2**

*I certify that all information provided in Section 1 OR Section 2 is correct. I understand there is a \$500 penalty for filing a false Form W-4MN.*

Employee's Signature _____	Date 2020-09-03	Daytime Phone _____
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**Employees:** Give the completed form to your employer. Submit

**Employers**  
 See the employer instructions to determine if you must send a copy of this form to the Minnesota Department of Revenue. If required, enter your information below and mail this form to the address in the instructions. (Incomplete forms are considered invalid.) We may assess a \$50 penalty for each required Form W-4MN not filed with us. Keep a copy for your records.

Name of Employer NDUS System Info Tech Services	Federal Employer ID Number (FEIN) 461100936	Minnesota Tax ID Number 2743787
Address 10th Floor, State Capitol Bismarck, ND 58505-0230	City	State ZIP Code

For Minnesota, select a Marital Status then you **MUST** select the box for either Section 1 or Section 2 to enter data.