Employee Self-Service Tax Withholding Instructions

Use the Employee Self-Service website to submit W-4 federal and VA-4 state withholding information online. Changes made online will be accepted immediately. UVA does not accept paper copies of the W-4 or VA-4 forms.

W-4 Federal Tax Form

Once in Employee Self-Service, click Tax Form. Click the Federal Form W-4 button if the page does not automatically appear.

- Click the Update button on the right-hand side of the page to open a new page to type in federal withholding information.
- Choose a Filing Status (Single, Married, Married but Withhold at Higher Single Rate).
- Enter the number of allowances you want to claim. Note that zero is the highest amount of tax that would be withheld. The higher the number, the less tax that is withheld.
- If you wish, enter an additional dollar amount that you would like withheld every pay period or enter zero for no additional amount.
- If you wish to be exempt from federal tax, click the exempt box under the Exempt from Withholding section. You will ignore the information under Filing Status, Allowances, and Additional Amount
- Under the Agreement section, click the I Agree box and Continue
- Review the W-4 form for accuracy and click Submit. You will receive an email confirmation to your registered email address.

VA-4 Form for Virginia State Tax

Once in Employee Self-Service, click Tax Form. Click the Federal Form W-4 button if the page does not automatically appear.

- Click the Update button on the right-hand side of the page to get to the next page, where you may then select the State button (at the right of the Federal button on the upper left-hand side of the page).
- This will take you to the page with State VA-4 Details, for entering state withholding information. (Don’t worry that the page erroneously is labeled State W-4 Details; it is for filling out the State VA-4 information).
- Enter the number of exemptions that you want to claim. Note that zero would be the highest amount of tax that would be withheld. The higher the number, the less tax that is withheld.
- If you wish, enter an additional dollar amount that you would like withheld every pay period or enter zero for no additional amount.
• If you wish to be exempt from state tax, please click the Exempt box under Exempt from Withholding.

• Under the Signature section, click I Agree and Submit. You will receive an email confirmation to your registered email address.

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**Important Notes**

• If you do not complete either the federal or state tax forms, the required IRS default is single/0

• If you claim exemption from either federal or state taxes, you must indicate your exemption again through Self Service by *February 15* of each year