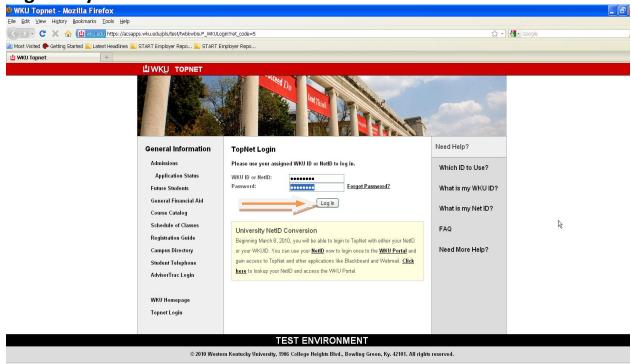# Employee Tax Forms

How to Update your W-4 and K-4 Electronically
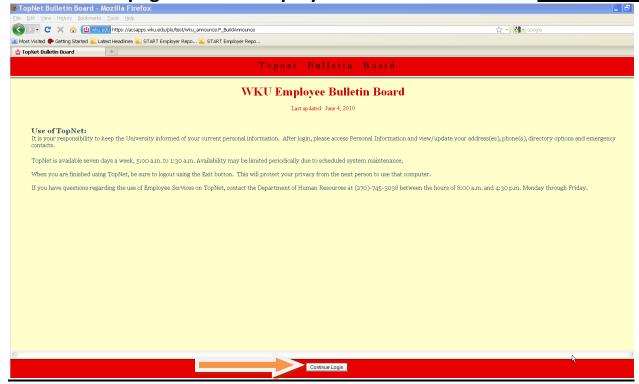
Payroll Department

9/20/2010

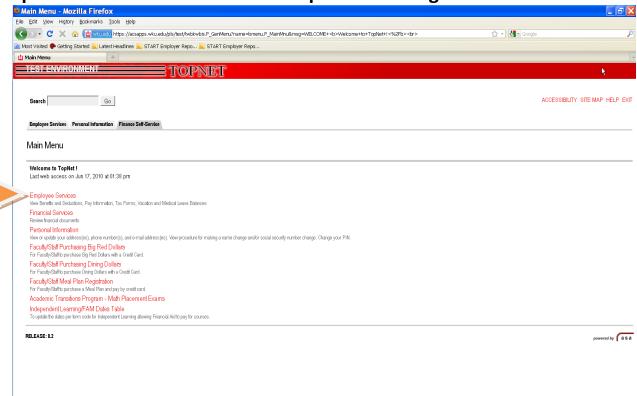# HOW TO UPDATE YOUR W-4 & K-4 ELECTRONICALLY

1. **Log in to your TOPNET account.**
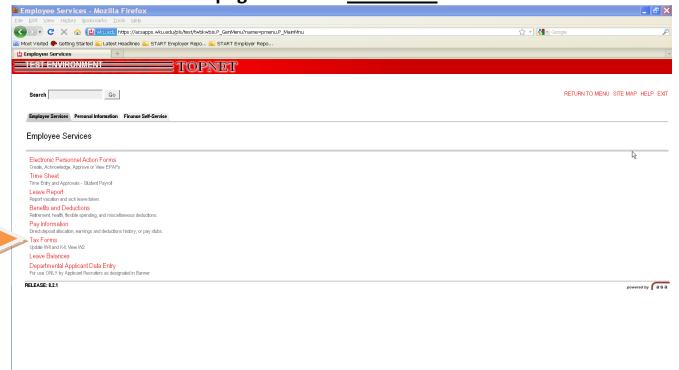

2. **The next webpage is "WKU Employee Bulletin Board." Click <u>Continue Login.</u>**

3. **This webpage is the Main Menu for TOPNET. Click on the <u>Employee Services</u> option under the "Welcome to TopNet!" message.**
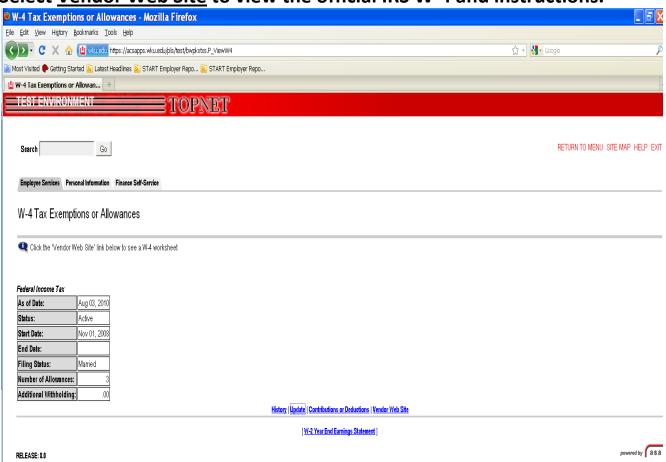

4. **This webpage is Employee Services. Please be sure you are on the Employee Services tab of the webpage. Click on <u>Tax Forms</u>.**
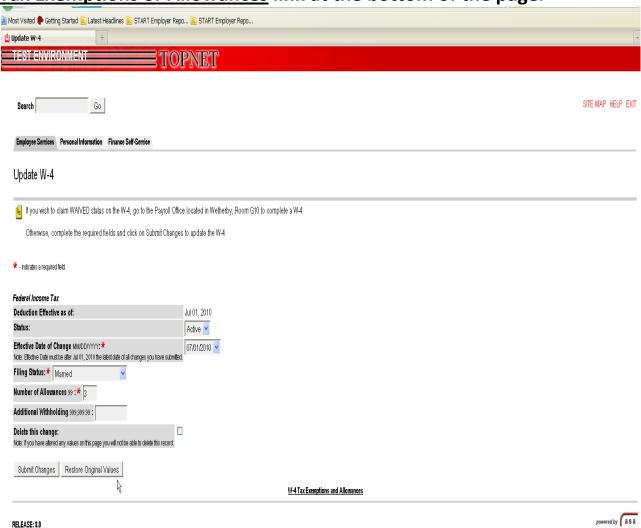
5. **This brings you to the Tax Forms page. You may choose to change your W-4 information for Federal income tax purposes and/or your K-4 information for Kentucky income tax. You may also view your W-2 information from this page.**
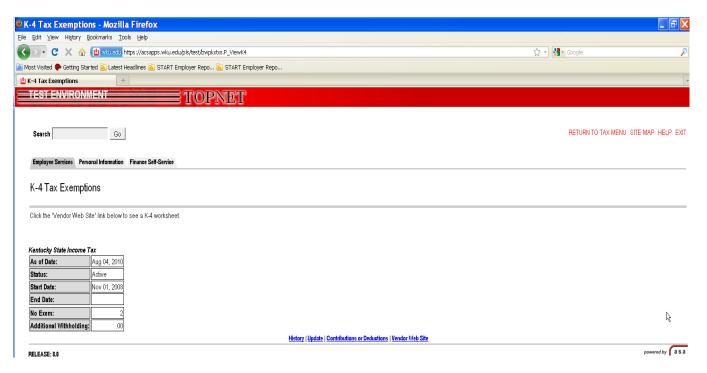
6. **To view or update your W-4 information click on** <u>**W-4 Tax Exemptions or Allowances**</u>**. This page provides the current filing status values for your W-4. Included is the Filing Status (married, single, etc.), the total Number of Allowances you have claimed and any Additional Withholding amounts. Select** <u>**History**</u> **to access past and pending changes to your W-4. Select** <u>**Update**</u> **to change your W-4 Tax Exemptions or Allowances. Select** <u>**Contributions or Deductions**</u> **to view your withholding amount history. Select** <u>**Vendor Web Site**</u> **to view the official IRS W-4 and instructions.**
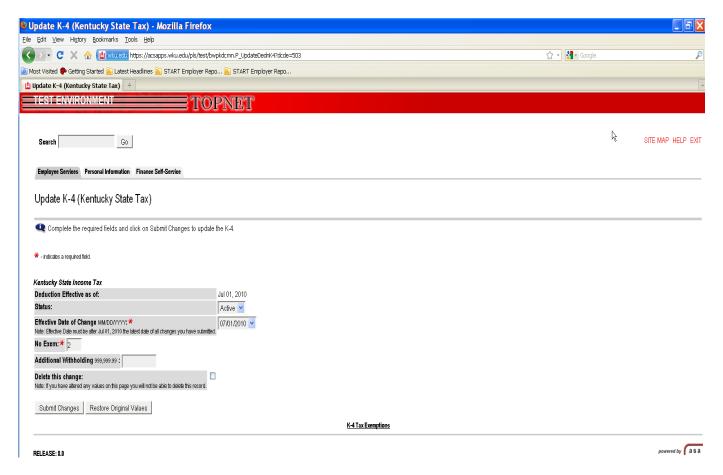
7. **To update your W-4 information click on <u>Update</u>. This screen displays the first day of your next pay period, which is the earliest date that a change can be applied to your payroll records. From this screen you can change your filing status, number of allowances, and additional withholding elections. After you are satisfied with the changes you have made select <u>Submit Changes</u>. If you are not satisfied with your changes and you have not hit the <u>Submit Changes</u> button, select <u>Restore Original Values</u>. If you have already submitted your changes and want to restore your previous record select <u>Delete this change</u>. To go back to the main Tax Form menu click on the <u>W-4 Tax Exemptions or Allowances</u> link at the bottom of the page.**

To view or update your K-4 information follow steps 1-6 above and click on <u>K-4 Tax Exemptions (Kentucky State Tax)</u>. This page provides the current filing status values for your K-4. Included is the total Number of Exemptions you have claimed and any Additional Withholding amounts. Select <u>History</u> to access past and pending changes to your K-4. Select <u>Update</u> to change your K-4 Tax Exemptions. Select <u>Contributions or Deductions</u> to view your withholding amount history. Select <u>Vendor Web Site</u> to view the official Kentucky K-4 and instructions.

8. **To update your K-4 information click on Update. This screen displays the first day of your next pay period, which is the earliest date that a change can be applied to your payroll records. From this screen you can change your number of exemptions and additional withholding. After you are satisfied with the changes you have made select Submit Changes. If you are not satisfied with your changes and you have not hit the Submit Changes button, select Restore Original Values. If you have already submitted your changes and want to restore your previous record select Delete this change. Then click on Update. To go back to the main Tax Form menu click on the K-4 Tax Exemptions link at the bottom of the page.**

It is always good business practice to verify that your changes were made as intended by following steps 1-6 to view the current record.