

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.

WKU TopNet - Mozilla Firefox

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WKU TOPNET

General Information

- Admissions
- Application Status
- Future Students
- General Financial Aid
- Course Catalog
- Schedule of Classes
- Registration Guide
- Campus Directory
- Student Telephone
- AdvisorTrac Login
- WKU Homepage
- Topnet Login

TopNet Login

Please use your assigned WKU ID or NetID to log in.

WKU ID or NetID:

Password:

[Forgot Password?](#)

University NetID Conversion

Beginning March 8, 2010, you will be able to login to TopNet with either your NetID or your WKUID. You can use your **NetID** now to login once to the **WKU Portal** and gain access to TopNet and other applications like Blackboard and Webmail. [Click here](#) to lookup your NetID and access the WKU Portal.

Need Help?

- Which ID to Use?
- What is my WKU ID?
- What is my Net ID?
- FAQ
- Need More Help?

TEST ENVIRONMENT

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2. The next webpage is “WKU Employee Bulletin Board.” Click Continue Login.

TopNet Bulletin Board - Mozilla Firefox

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TopNet Bulletin Board

Topnet Bulletin Board

WKU Employee Bulletin Board

Last updated: June 4, 2010

Use of TopNet:

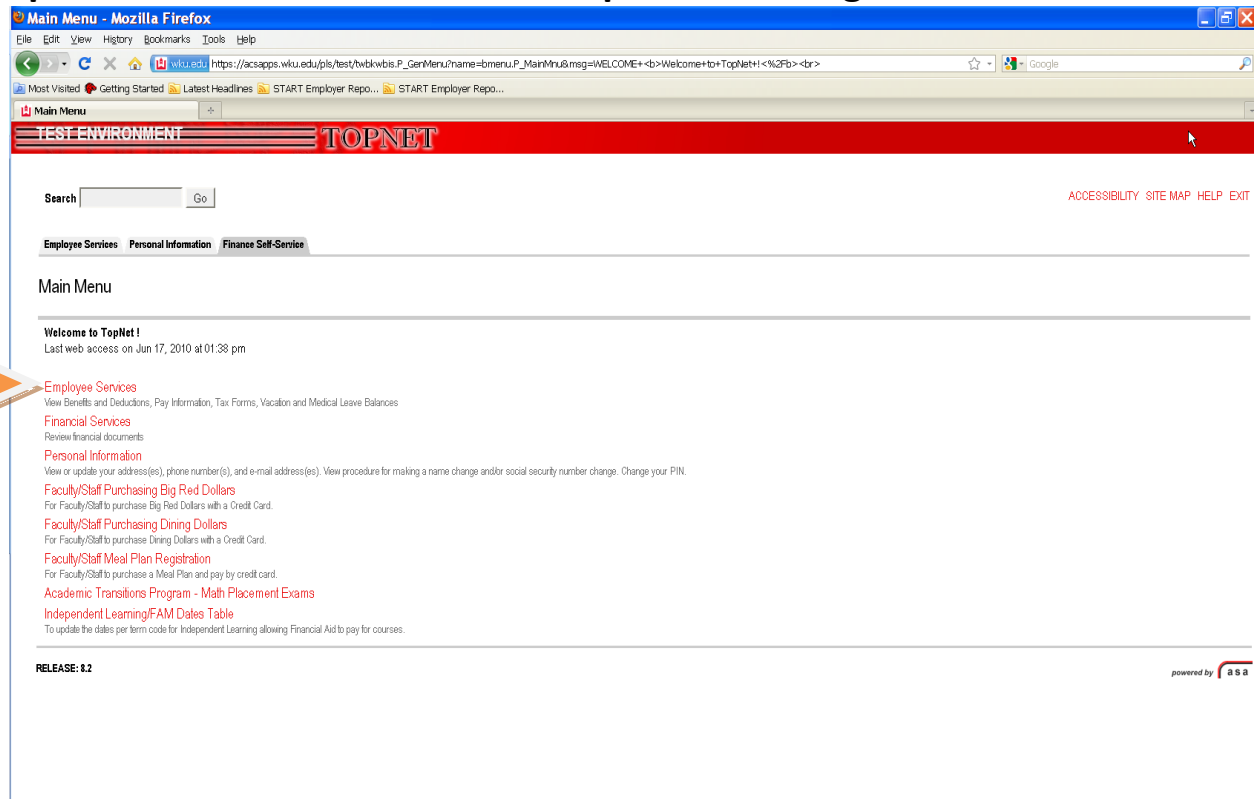
It is your responsibility to keep the University informed of your current personal information. After login, please access Personal Information and view/update your address(es), phone(s), directory options and emergency contacts.

TopNet is available seven days a week, 5:00 a.m. to 1:30 a.m. Availability may be limited periodically due to scheduled system maintenance.

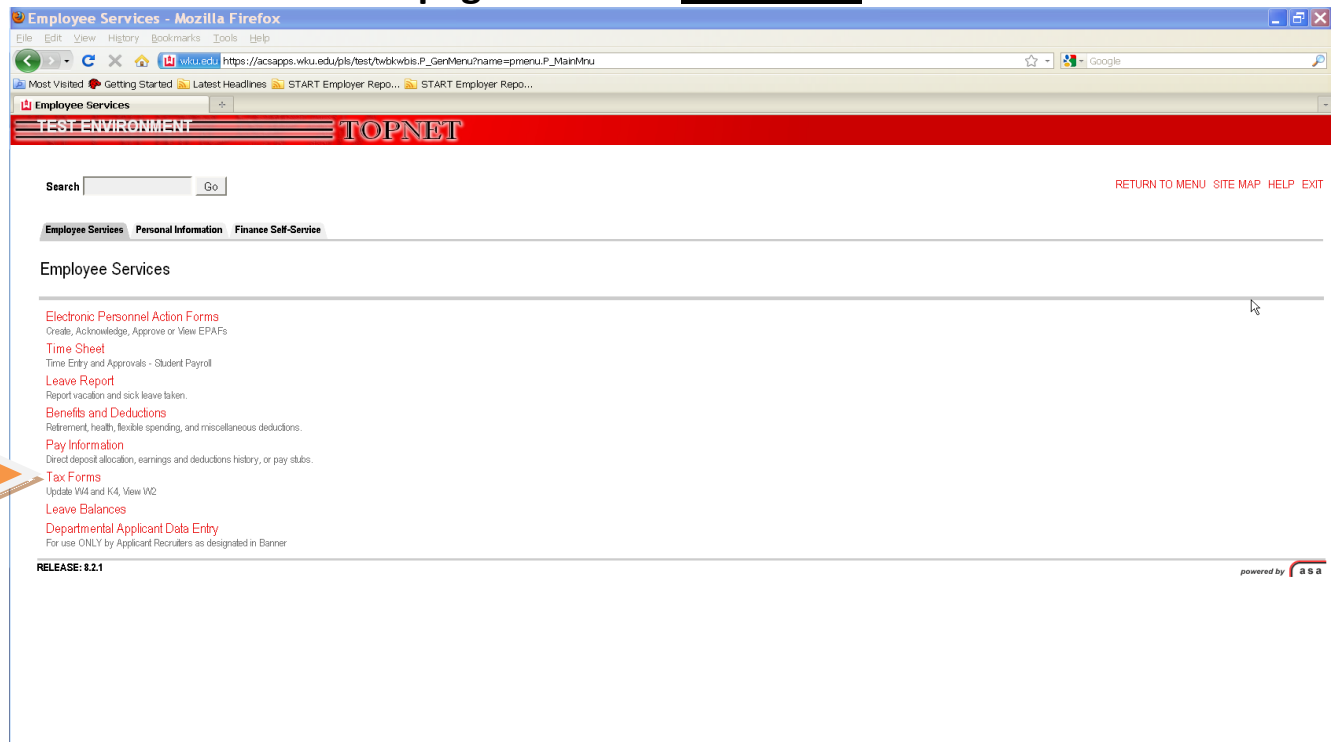
When you are finished using TopNet, be sure to logout using the Exit button. This will protect your privacy from the next person to use that computer.

If you have questions regarding the use of Employee Services on TopNet, contact the Department of Human Resources at (270)-745-3038 between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday.

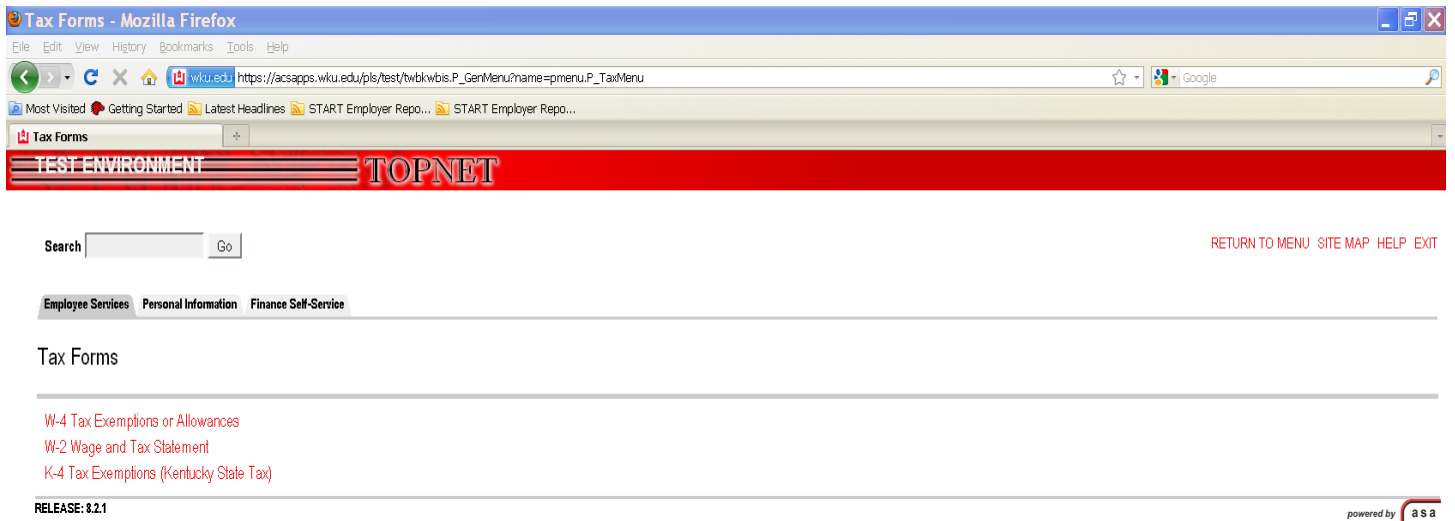
3. This webpage is the Main Menu for TOPNET. Click on the Employee Services option under the “Welcome to TopNet!” message.



4. This webpage is Employee Services. Please be sure you are on the Employee Services tab of the webpage. Click on Tax Forms.



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 W-4 Tax Exemptions or Allowances. 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 History to access past and pending changes to your W-4. Select Update to change your W-4 Tax Exemptions or Allowances. Select Contributions or Deductions to view your withholding amount history. Select Vendor Web Site to view the official IRS W-4 and instructions.

W-4 Tax Exemptions or Allowances - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Wku.edu https://acsapps.wku.edu/pls/test/bwplxtbs.P_ViewW4

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W-4 Tax Exemptions or Allowan...

TEST ENVIRONMENT TOPNET

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Employee Services Personal Information Finance Self-Service

W-4 Tax Exemptions or Allowances

Click the 'Vendor Web Site' link below to see a W-4 worksheet

Federal Income Tax

As of Date:	Aug 03, 2010
Status:	Active
Start Date:	Nov 01, 2008
End Date:	
Filing Status:	Married
Number of Allowances:	3
Additional Withholding:	.00

[History](#) | [Update](#) | [Contributions or Deductions](#) | [Vendor Web Site](#)

[W-2 Year End Earnings Statement](#)

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7. To update your W-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 filing status, number of allowances, and additional withholding elections. 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. To go back to the main Tax Form menu click on the W-4 Tax Exemptions or Allowances link at the bottom of the page.

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Update W-4

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Search Go

SITE MAP HELP EXIT

Employee Services Personal Information Finance Self-Service

Update W-4

If you wish to claim WAIVED status on the W-4, go to the Payroll Office located in Wetherby, Room G10 to complete a W-4.

Otherwise, complete the required fields and click on Submit Changes to update the W-4.

* - Indicates a required field.

Federal Income Tax

Deduction Effective as of: Jul 01, 2010

Status: Active

Effective Date of Change MM/DD/YYYY: * 07/01/2010

Note: Effective Date must be after Jul 01, 2010 the latest date of all changes you have submitted.

Filing Status: * Married

Number of Allowances 99 : * 3

Additional Withholding 999,999.99 :

Delete this change: ☐

Note: If you have altered any values on this page you will not be able to delete this record.

Submit Changes Restore Original Values

W-4 Tax Exemptions and Allowances

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To view or update your K-4 information follow steps 1-6 above and click on **K-4 Tax Exemptions (Kentucky State Tax)**. 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 **History** to access past and pending changes to your K-4. Select **Update** to change your K-4 Tax Exemptions. Select **Contributions or Deductions** to view your withholding amount history. Select **Vendor Web Site** to view the official Kentucky K-4 and instructions.

K-4 Tax Exemptions - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://acsapps.wku.edu/pls/test/bwpkxbs.P_ViewK4

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K-4 Tax Exemptions

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Search Go

RETURN TO TAX MENU SITE MAP HELP EXIT

Employee Services Personal Information Finance Self-Service

K-4 Tax Exemptions

Click the 'Vendor Web Site' link below to see a K-4 worksheet.

Kentucky State Income Tax

As of Date:	Aug 04, 2010
Status:	Active
Start Date:	Nov 01, 2008
End Date:	
No Exem:	2
Additional Withholding:	.00

History | Update | Contributions or Deductions | Vendor Web Site

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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.

Update K-4 (Kentucky State Tax) - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://acsapps.wku.edu/pls/test/bwpldcrrm.P_UpdateDednk4?dcde=503

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Update K-4 (Kentucky State Tax)

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Search Go

SITE MAP HELP EXIT

Employee Services Personal Information Finance Self-Service

Update K-4 (Kentucky State Tax)

Complete the required fields and click on Submit Changes to update the K-4.

* - indicates a required field.

Kentucky State Income Tax

Deduction Effective as of: Jul 01, 2010

Status: Active

Effective Date of Change MM/DD/YYYY: 07/01/2010

Note: Effective Date must be after Jul 01, 2010 the latest date of all changes you have submitted.

No Exem: 2

Additional Withholding 999,999.99

Delete this change: ☐

Note: If you have altered any values on this page you will not be able to delete this record.

Submit Changes Restore Original Values

K-4 Tax Exemptions

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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.