

Employee Tax Forms

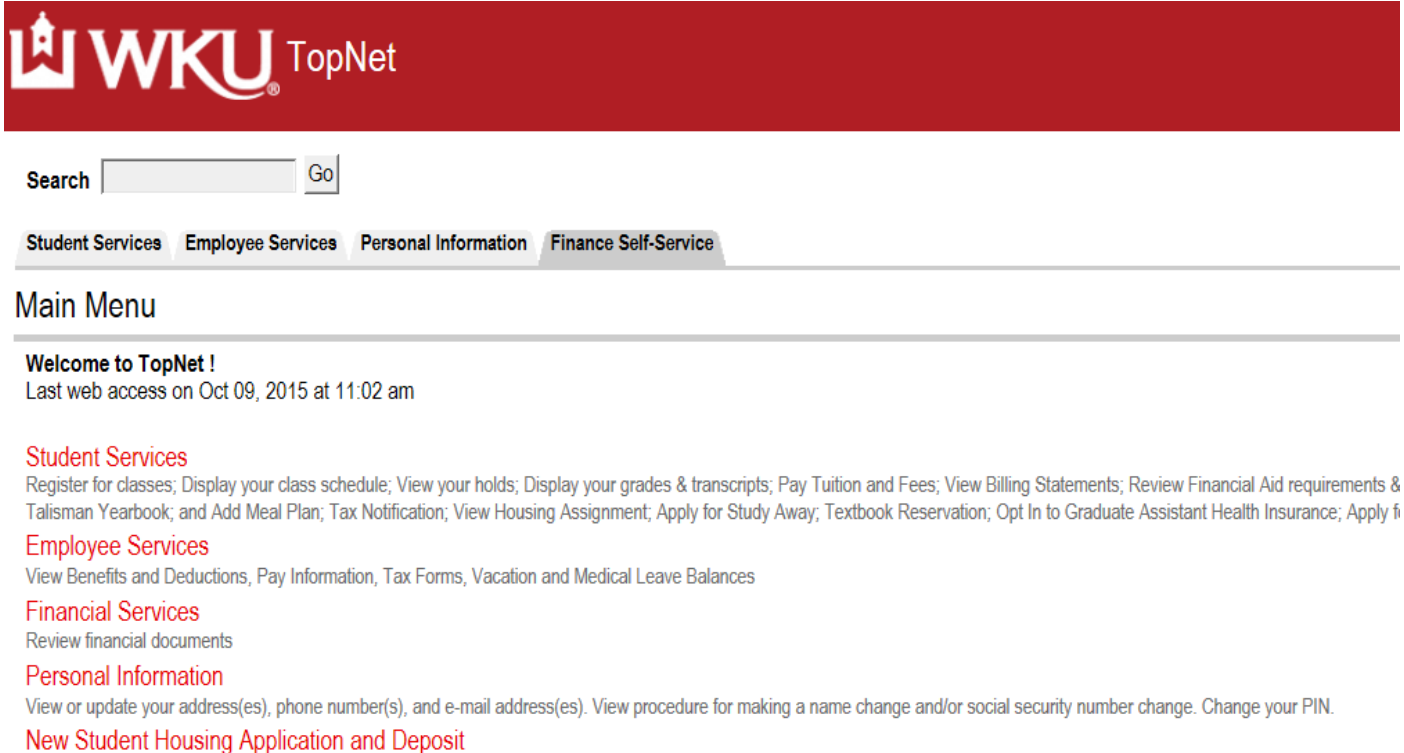
How to Update your W-4 and K-4 Electronically

Payroll Department

10/9/2015

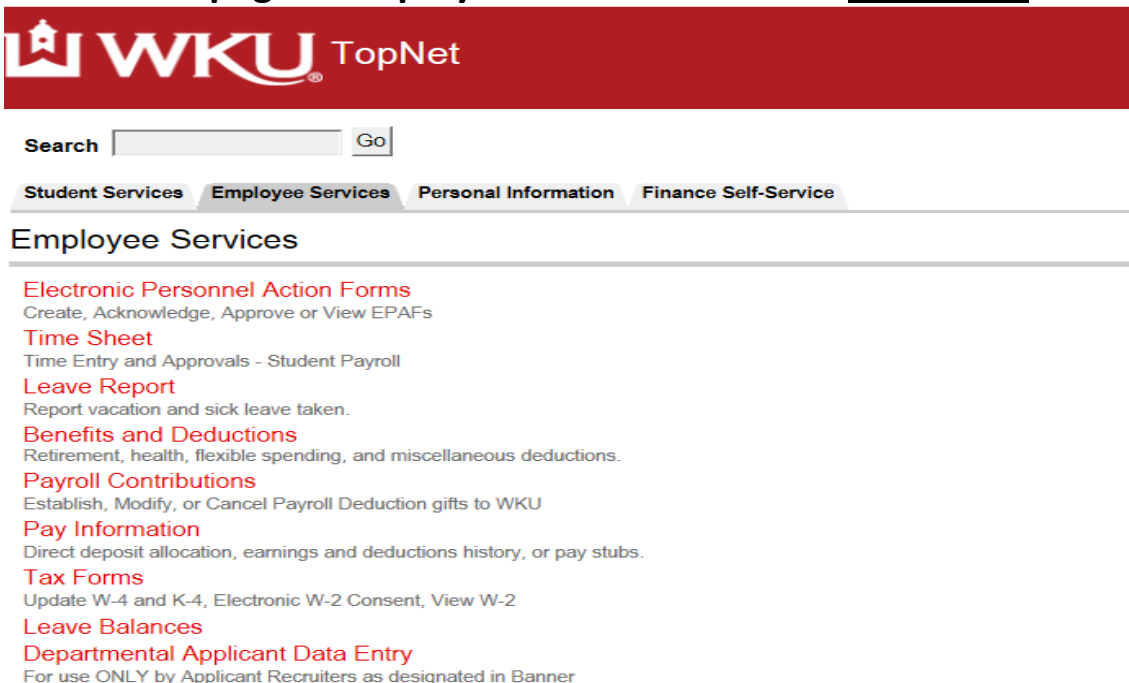
HOW TO UPDATE YOUR W-4 & K-4 ELECTRONICALLY

1. Log in to your TopNet account. Click on the Employee Services option under the “Welcome to TopNet!” message.



The screenshot shows the WKU TopNet homepage. At the top is a red banner with the WKU logo and 'TopNet' text. Below the banner is a search bar with a 'Go' button. A navigation menu contains links for 'Student Services', 'Employee Services', 'Personal Information', and 'Finance Self-Service'. The 'Employee Services' link is highlighted. Below the menu is a 'Main Menu' section with a 'Welcome to TopNet!' message and the date 'Last web access on Oct 09, 2015 at 11:02 am'. A list of service links follows: 'Student Services' (with a description of registration, schedules, and financial aid), 'Employee Services' (with a description of benefits and tax forms), 'Financial Services' (with a description of reviewing documents), 'Personal Information' (with a description of updating contact info), and 'New Student Housing Application and Deposit'.

2. This webpage is Employee Services. Click on Tax Forms.



The screenshot shows the WKU TopNet Employee Services page. It features the same red banner and search bar as the previous page. The navigation menu highlights 'Employee Services'. Below the menu is the 'Employee Services' section header. A list of service links follows: 'Electronic Personnel Action Forms' (with a description of creating, acknowledging, approving, or viewing EPAFs), 'Time Sheet' (with a description of time entry and payroll), 'Leave Report' (with a description of reporting vacation and sick leave), 'Benefits and Deductions' (with a description of retirement, health, and flexible spending), 'Payroll Contributions' (with a description of establishing, modifying, or canceling payroll deduction gifts), 'Pay Information' (with a description of direct deposit and earnings/deductions history), 'Tax Forms' (with a description of updating W-4 and K-4, and viewing W-2s), 'Leave Balances', and 'Departmental Applicant Data Entry' (with a description of use by applicant recruiters).

3. This brings you to the Tax Forms page. Click on W-4 Tax Exemptions or Allowances to make federal withholding changes. Click on K-4 Tax Exemptions (Kentucky State Tax) to make Kentucky withholding changes.



Search Go

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[Student Services](#) [Employee Services](#) [Personal Information](#) [Finance Self-Service](#)

Tax Forms

- [W-4 Tax Exemptions or Allowances](#)
- [Electronic W-2 Consent](#)
- [W-2 Wage and Tax Statement](#)
- [K-4 Tax Exemptions \(Kentucky State Tax\)](#)

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4. If W-4 Tax Exemptions or Allowances was chosen, you will be directed to the webpage that shows your current federal filing status information. Select History to access past and pending changes to your W-4. Select Vendor Web Site to view the official IRS W-4 and instructions. Select Contributions or Deductions to review your federal withholding history.



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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:	Oct 09, 2015
Name:	[REDACTED]
Address:	[REDACTED]
Last Name differs from SSN card:	No
Deduction Status:	Active
Start Date:	[REDACTED]
End Date:	
Filing Status:	Married, but use Single rate
Number of Allowances:	3
Additional Withholding:	.00

Note: Additional amount, if any, you want withheld from each paycheck.

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

Click on Update to change your W-4 Tax Exemptions or Allowances.

5. 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 Certify Changes. To record the changes, you will be directed to type in your NetID password and select Submit. If you are not satisfied with your changes and you have not hit the Submit Changes button, select Restore Original Values. 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.



Search

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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:

Effective Date of Change MM/DD/YYYY: *

Note: Effective Date must be after Sep 30, 2015 the date you were last paid.

Deduction Status: *

Filing Status: *

Number of Allowances 99: *

Additional Withholding 999999.99:

Note: Additional amount, if any, you want withheld from each paycheck.

[W4 Tax Exemptions or Allowances](#)

6. If K-4 Tax Exemptions (Kentucky State Tax) was chosen, you will be directed to the webpage that shows your current Kentucky filing status information. Select History to access past and pending changes to your K-4. Select Vendor Web Site to view the official K-4 and instructions. Select Contributions or Deductions to review your Kentucky withholding history. Select Vendor Web Site to view the official K-4 instructions.



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K-4 Tax Exemptions

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

Kentucky State Income Tax

As of Date:	Oct 12, 2015
Status:	Active
Start Date:	
End Date:	
No Exem:	0
Additional Withholding:	.00

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

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7. Click on Update to change your K-4 Tax Exemptions. 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 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. To go back to the main Tax Form menu, click on the link at the bottom of the page.

WKU TopNet

Search Go

SITE MAP HELP EX

Student Services Employee Services Personal Information Finance Self-Service

Update K-4

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:

Effective Date of Change MM/DD/YYYY: *
Note: Effective Date must be after Oct 01, 2015 the date you were last paid.

Deduction Status: *

No Exem: *

Additional Withholding 999999.99:

Delete this change:

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

[K-4 Tax Exemptions](#)