

Employee Deductions

The Employee Deductions section will show you your current NYS IT2104 and W4 status and allow you to initiate change requests.

Please review your W-4 and NYS IT-2104 elections carefully. If changes are necessary, please select the "Add Change Request" button to submit a change. The changes will be reviewed and processed by HR.

W-4 Details		NYS IT-2104 Details	
Exempt:	<input type="checkbox"/> No	Marital Status	<input type="checkbox"/> Single
Marital Status:	<input type="checkbox"/> Single	NYC Resident	<input type="checkbox"/> No
Exemptions:	<input type="text" value="0"/>	Yonkers Resident	<input type="checkbox"/> No
Additional Amt/Pct:	<input type="text" value="0.00"/>	Allowances for NYS and Yonkers:	<input type="text" value="0"/>
Only 2 Jobs:	<input type="checkbox"/> No	Allowances for New York City:	<input type="text" value="0"/>
Under 17:	<input type="text" value="0"/>	Additional Amount NY State:	<input type="text" value="0.00"/>
Other Dependents:	<input type="text" value="0"/>	Additional Amount NY City:	<input type="text" value="0.00"/>
Other Income:	<input type="text" value="0"/>	Additional Amount Yonkers:	<input type="text" value="0.00"/>
Deductions:	<input type="text" value="0"/>	Tax Notes:	<input type="text"/>
Tax Notes:	<input type="text"/>	+ Add Change Request	

[+ Add Change Request](#)

Employee Withholding Allowance Changes					
0-0 of 0 First Previous Next Last					
Change Type	Effective Date	Status	Comments	Date of Last Edit	Action
[no records]					
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Any change requests that you have submitted will appear in the change grid with the status of the change request along with any comments that the PR office has written back to you.

W-4

When submitting a change to your W-4 or NYS IT 2104 elections, please use the "Select Pay Date" link to choose the pay period you would like these changes to be effective for. Remember that HR/PR will need advanced notice of this change because payrolls are posted prior to the actual check dates listed here.

Employee Number 06134
 First Name, M.I. Melissa C
 Last Name Bissell
 Effective Date 1/08/2020 [Select Pay Date](#)
 Marital Status [Single or Married filing separately](#)

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

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 the income earned from all of these jobs. Do **only one** of the following:
 (a) Use the estimator at www.irs.gov/W4Est for the most accurate withholding; or
 (b) Use the Multiple Jobs Worksheet and enter the result in Additional Amount Withheld 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

If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):
 Multiply the number of qualifying children under 17 by \$2,000 \$ 0
 Multiply the number of other dependents by \$500 \$ 0
 Total \$ 0

Other Income. 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. You should not include income from any jobs \$ 0

Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet and enter the result here \$ 0

Extra withholding. Enter any additional tax you want withheld each pay period \$ 0.00

I claim exemption from withholding for 2020, and I certify that I meet **both** of the following conditions for exemption:
 • Last year I had a refund of **all** federal income tax withheld because I had **no** tax liability **and**
 • This year I expect a refund of **all** federal income tax withheld because I expect to have **no** tax liability.

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.
 Signature _____
 Typing your name in the signature box and clicking the update button is the same as a written signature and is legally binding.

Comments _____

⚠ Pending changes differ from current WinCap information

You may check back periodically to review the status of your request. An automatic notice will not be sent to you when the change is approved.

Update Cancel

Select the pay date the tax changes should be applied towards, make the changes, type your signature. Once the form is completed, select update to submit your change request.

Additional Amount Yonkers: 0.000
 Tax Notes:
 + Add Change Request

Employee Withholding Allowance Changes

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Change Type	Effective Date ▲	Status	Comments	Date of Last Edit	Action
W4	11/27/2013	Withdrawn		11/27/2013	
W4	12/06/2013	Pending		11/27/2013	

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Last Refreshed: 10/21/16 AM Refresh Data

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Pending requests can be modified or withdrawn until they are posted. Select the pencil to modify the request and the red x to withdraw the request

The Status column will indicate whether the change request has been posted to your employee record or if it is still pending