

Updating W-4 Tax Information

Step 1

Visit <http://myohio.gov>. Enter your User ID and Password and click **Sign In**.

For User ID and Password assistance please contact 1-800-409-1205.



Step 2

Move your cursor over the **Time & Money** tab in the top toolbar after logging in.

Select **W-4 Tax Information** from the drop-down list.



Step 3

Click **W-4 Tax Information** to view and edit your Federal tax information.

View and/or update tax information.

When form is completed click **Submit**.

Note: If your last name differs from what shows on your social security card, contact the Social Security Administration at 1-800-772-1213 for a new card.

W-4 Tax Data

Enter total number of Allowances you are claiming:

Enter Additional Amount, if any, you want withheld from each paycheck:

Indicate Marital Status: Single Married

Check here and select Single status if married but withholding at single rate.
Note: If married, but legally separated, or spouse is a nonresident alien, select 'Single' status.

Check here if your last name differs from that shown on your social security card.
You must call 1-800-772-1213 for a new card.

Claim Exemption

I claim exemption from withholding for the year and I certify that I meet BOTH of the following conditions for exemption:

1. Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability.
2. This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

Check this box if you meet both conditions to claim exempt status.

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.

Submit

Verify Identity

Type the password you used to log in to verify your identity.

To protect your privacy, verify your identity by typing your password. If you are not this user, click **Sign Out**.

Step 4

Click **Continue** to submit your W-4 changes.

User ID: 10100115

Password:

An email confirming you have submitted a change will be sent to your email on file.