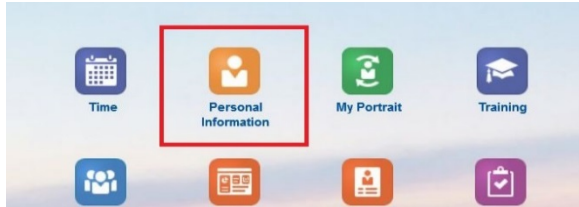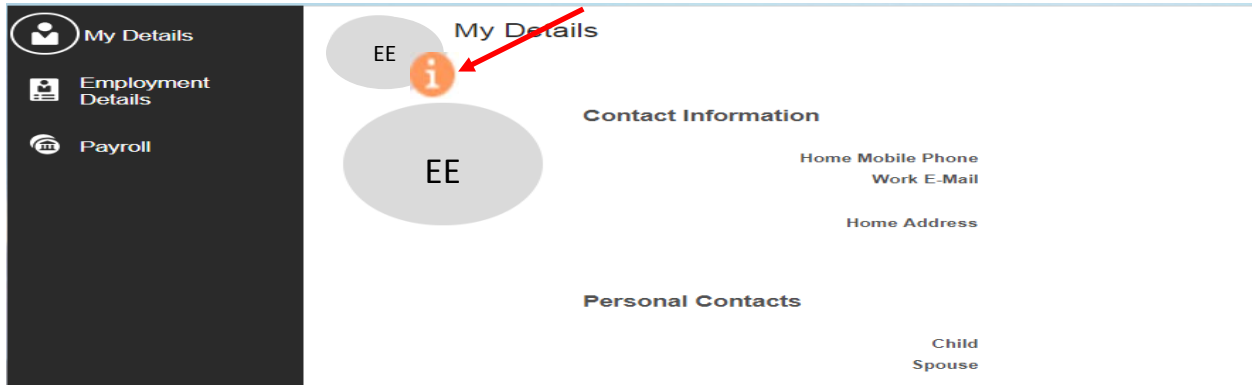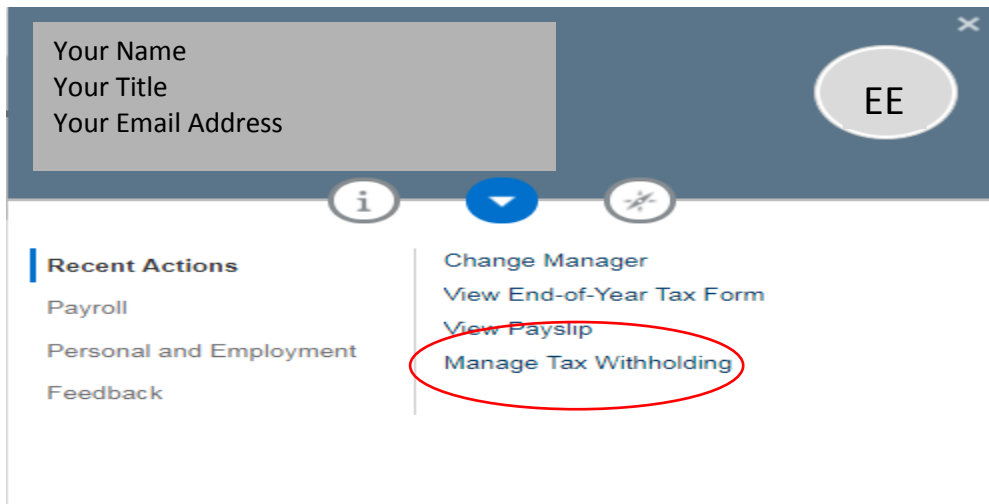# How to View and Edit Current W-4 Withholdings

1. Select **Personal Information** Icon

2. Select the 'i' arrow next to **My Details**

3. Click **Payroll** then click the **Manage Tax Withholding** link

4. View your withholdings

5. To make edits, click on the pencil on the right-hand side. When you click on the pencil, a Form W-4 will download with current information. Make corrections on the form, then print and forward the W-4 via intercampus mail to the attention of Payroll.