

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 call 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 and I certify that I meet BOTH of the following conditions for exemption:

>> Last year I had a right to 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.

Check 'Exempt' here if you meet both conditions.

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.

[Return to Payroll and Compensation](#)

Verify Identity

Step 4

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

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

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

User ID: 10007917

Password

Continue

Cancel

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