

**W-4 Set-Up Instructions**

**For new and returning non-international employees, online set-up will be available when the “Payroll and Human Resources” section is visible in myTC’s “Employee Resources” menu. It normally takes 72 hours after HR has received all of your completed new hire paperwork to gain access to myTC portal.**

**To set-up your W-4:**

1. Log into myTC portal (my.tc.columbia.edu)

2. Choose “Employee Resources” tab

3. Choose “W4 Tax Exemptions or Allowances”

4. Choose “Update” (bottom center of the web page) and following the instruction to update your Federal Tax Exemption.

a. **Effective Date of Change** - The most current date will auto fill, update if necessary.

b. **Deduction Status** – Most employee status should be Active; if you chose Exempt please verify:

• I claim exemption from withholding for the tax year specified, 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 and

2. This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.

• **If you meet both conditions, select “Exempt” in Deduction Status field**.

c. **Filing Status**- Select from the drop-down

d. **Under Age 17**- Multiply the number of qualifying children under age 17 by $2,000. Enter the results in the space provided

e. **Above Age 17**- Multiply the number of qualifying children over age 17 by $500. Enter the results in the space provided

f. **Dependent Amount** -Add the amounts above and enter the total here.

g. **Other Income** – See Form W-4 Instructions



h. **Deductions**- See Form W-4 Instructions

i. **Additional Withholding Tax** – Enter additional tax withholding amount per pay this field is optional)

j. Select **Certify Changes**, enter PIN number (you can click on “Click here to Change and Display your PIN if you do not know it) and click Submit

k. Once complete, the next screen will show that your updates were made successfully. Click on “W-4 Employee’s Withholding Allowance Certificate” to see your updated W-4 information.