



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

EMPLOYEE SERVICES

## W-4 Instructions

Use the Internal Revenue Service's Form W-4 to determine how much federal and state taxes will be withheld from your pay.

1. To view and/or change your W-4 selections, log in to the [employee portal at my.cu.edu](https://my.cu.edu/employee-portal).
2. Select the **CU Resources tab\*** (not necessary for CU System employees), and go to the **NavBar**.
3. Select **CU Resources**, then access the **My Info and Pay** menu and select **W-4**.
4. A security screen will pop up that prompts you to verify your identity using your phone. ([Learn more about this feature.](#))
5. Enter the number of allowances (0-99) and marital status (single or married) you wish to claim for tax-withholding purposes.

If you're married but wish to have taxes withheld at the higher, single rate, click the corresponding box next to **Marital Status**.

If you want to have additional federal taxes withheld, enter the additional amount. This amount will be added to the calculated federal withholding.

6. When you've completed your selections, select **Submit**.

If you fail to submit Form W-4, your tax withholdings will default to single and 0 withholdings, per IRS guidelines. Changes must be saved **the day before payroll is processed** to affect your next paycheck.

*\*If you are an active employee, but do not have the **CU Resources Tab**, please call the IT Help Desk on your campus.*

---

## Tax Exempt Status Guidelines

The IRS has strict regulations for claiming exemption from having federal and state income taxes withheld from pay. Please refer to [the IRS website](#) or consult your tax consultant to determine if you are eligible to claim exempt status on your Form W-4.

If the exempt box is checked on Form W-4, **no federal or state taxes will be withheld from your paycheck**. The exemption expires mid-February each year. You must claim exempt before this time to maintain your exemption status for the year. The University of Colorado is not responsible for those who are ineligible for exemption but claim such status their W-4 and, as a result, end up owing money to the IRS.

## International Employees

International employees are subject to special rules and **must** meet with an international tax specialist to complete Form W-4. Please schedule an appointment with an international tax specialist via the [online appointment scheduling system](#).

---

## General Information on your W-4

The higher number of allowances you claim on your W-4, the less income tax will be withheld. You will have the most tax withheld if you claim single and zero allowances. View your pay stub on the [employee portal](#) (**CU Resources tab → My Info and Pay → Pay Advice**) to see your current and year-to-date federal and state tax withholdings. A tax advisor or the IRS Withholding Calculator can help you determine if enough taxes are being withheld from your paycheck.

To help determine the correct number of allowances, complete one of the eight-line worksheets below, and/or the IRS Tax Withholding Calculator below.

### Helpful IRS tools:

- [IRS Tax Withholding Calculator](#)
- [Publication 505 Tax Withholding and Estimated Tax](#)

---

## Colorado State Tax

The State of Colorado does not have a separate withholding form and will follow the same withholding set up on the federal W-4. To add or cancel an additional amount for Colorado, please click the link: [Additional CO State Tax Withholding Information](#)

If you do not live in Colorado and should be exempt from paying Colorado taxes, please complete the [Colorado Withholding Form](#).