January 2, 2020 by Employee Services [2]

Are your federal income tax withholdings correct? Verify and adjust your W-4 to avoid unexpected penalties when you file this year.

At the beginning of each year, Employee Services recommends verifying your W-4 is correct and make any needed alterations to allowances, tax status and more. The IRS Tax Estimator [3] can help determine how much should be withheld from your paycheck.

CU is still using the 2019 W-4 for state withholding in the portal under further notice. If you would like to make changes to your state withholding, submit a 2019 federal W-4 [4] and write "Colorado" across the top. New employees will default to single with 0 exemptions.

Follow these steps to get started:

1. Log into my.cu.edu [5].
2. Select the CU Resources Home dropdown menu, then select My Info and Pay.
3. Click the W-4 tile. The form contains personal information, so you must verify your identity [6] to access it.

Learn more about your W-4 here [7].

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