Published on *University of Colorado* (https://www.cu.edu)

Your 2019 W-4 is available in the employee portal. Do you need to update yours? [1]

January 17, 2019 by Employee Services [2]

The IRS has released the 2019 W-4. Employees are encouraged to review it in the employee portal and use the IRS withholding calculator as soon as possible.

What is a W-4?

The W-4 allows you to determine the amount of federal income tax withheld from your pay.

Visit the employee portal to review it and make any necessary adjustments, especially if you experienced changes that affect your tax status – like getting married or having a child.

Follow these steps to access and update it:

- Log into your employee portal [3].
- Click on the **CU Resources Home** dropdown menu at the top, center of the page.
- Select **My Info and Pay** from the dropdown menu.
- Choose the **W-4** tile. You'll be prompted to verify your identity [4] before you can access this information.

Note: Any changes made to the W-4 in the portal will be mirrored in your state withholdings. If you feel that this is incorrect, please submit your appropriate state W-4 to Employee Services. If you reside in Colorado, submit the current form. If you live in a different state, click here [5] to find and submit your state's form.

Checkup on your paycheck with the IRS withholding calculator

Faculty, staff and student employees can complete a paycheck checkup using the IRS online withholding calculator [6].

This tool estimates the value of your 2019 income, the number of children claimed for the Child Tax Credit and Earned Income Tax Credit, and other items that will affect 2019 taxes.

Before using it, the IRS recommends gathering your most recent pay stubs, income tax return and W-2s. Keep in mind that the calculator's results will only be as accurate as the information you provide.

If your personal circumstances change during the year, revisit this calculator to ensure

withholdings are still correct.

Get started [6]

w-4 [7]
Display Title:
Your 2019 W-4 is available in the employee portal. Do you need to update yours?
Send email when Published:
No

Source URL:https://www.cu.edu/blog/work-life/your-2019-w-4-available-employee-portal-do-you-need-update-yours

Links
[1] https://www.cu.edu/blog/work-life/your-2019-w-4-available-employee-portal-do-you-need-update-yours [2] https://www.cu.edu/blog/work-life/author/10695 [3] https://my.cu.edu/ [4] https://www.cu.edu/employee-services/it-takes-two-portal-security-strengthened-new-tool [5] https://www.cu.edu/docs/state-w-4-forms [6] https://www.irs.gov/individuals/irs-withholding-calculator [7] https://www.cu.edu/blog/work-life/tag/w-4