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

W-4 [1]

Are your federal income tax withholdings correct? Quickly, easily verify or adjust your W-4 in the portal to ensure it.

Active employees: Adjust your W-4 in the portal

At the start of each year, check your W-4 and make any needed alterations to allowances, tax status and more.

Follow these steps to view and adjust yours:

1. Log into my.cu.edu [2].
2. Select the **CU Resources** tab. (CU System employees will skip this step.)
3. Select the **CU Resources Home** dropdown menu at the top left, then select **My Info and Pay**.
4. Click the **W-4** tile. The form contains personal information, so you must verify your identity [3] to access it.

Check up on your paycheck

Prevent an unexpected bill or penalty during tax season: Ensure the right amount of tax is withheld from your pay with the IRS Tax Estimator.

To get started: Gather your most recent paystubs, income tax return and W-2s. If your personal circumstances change during the year, revisit the calculator to ensure withholdings are still correct.

Use with the IRS Tax Estimator [4].

Forms and guides

W-4 instructions

Get some help viewing and changing your W-4 online.

View instructions [5]

State W-4s

The University of Colorado withholds state taxes from the state in which you perform work. Make sure your withholdings are correct by submitting your state's W-4.

Find your state's W-4 [6]

Add or cancel Colorado tax withholding

To request a whole dollar amount to be withheld in addition to the amount of withholding based on your marital status and withholding allowances claimed on your W-4, you have two options:

- Request this change for your federal taxes.
- Request, edit or cancel a whole dollar amount of Colorado state taxes to be withheld.

Submit the form [7]

Groups audience:
Employee Services
Right Sidebar:
ES: Payroll Contact

Source URL:https://www.cu.edu/employee-services/payroll/self-service/w-4

Links
[1] https://www.cu.edu/employee-services/payroll/self-service/w-4 [2] https://my.cu.edu/ [3] https://www.cu.edu/employee-services/it-takes-two-portal-security-strengthened-new-tool [4] http://www.irs.gov/individuals/irs-withholding-calculator [5] https://www.cu.edu/docs/form-w-4-and-instructions [6] https://www.cu.edu/docs/state-w-4-forms [7] https://www.cu.edu/docs/add-or-cancel-additional-colorado-tax-withholding-form