

## **W-4** <sup>[1]</sup>

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](https://my.cu.edu) <sup>[2]</sup>.
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 <sup>[3]</sup> to access it.

## **Checkup 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](#) <sup>[4]</sup>.

## **Forms and guides**

### **W-4 instructions**

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

[View instructions](#) <sup>[5]</sup>

### **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

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**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>