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). [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, 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.

**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 [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/
[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