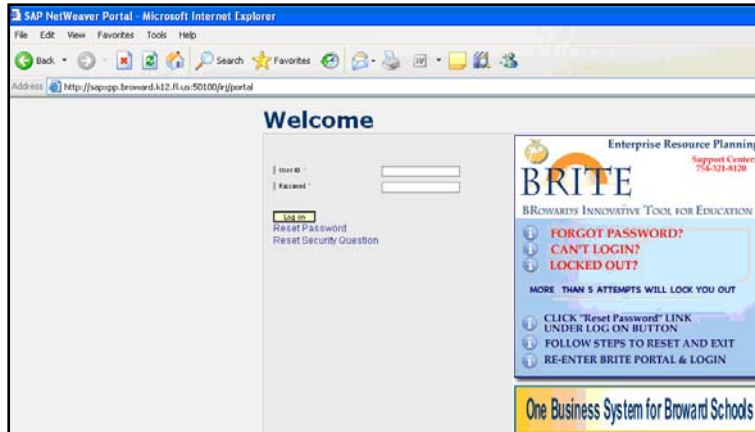


Viewing and Editing your W-4 Tax Withholding Information in Employee Self Service

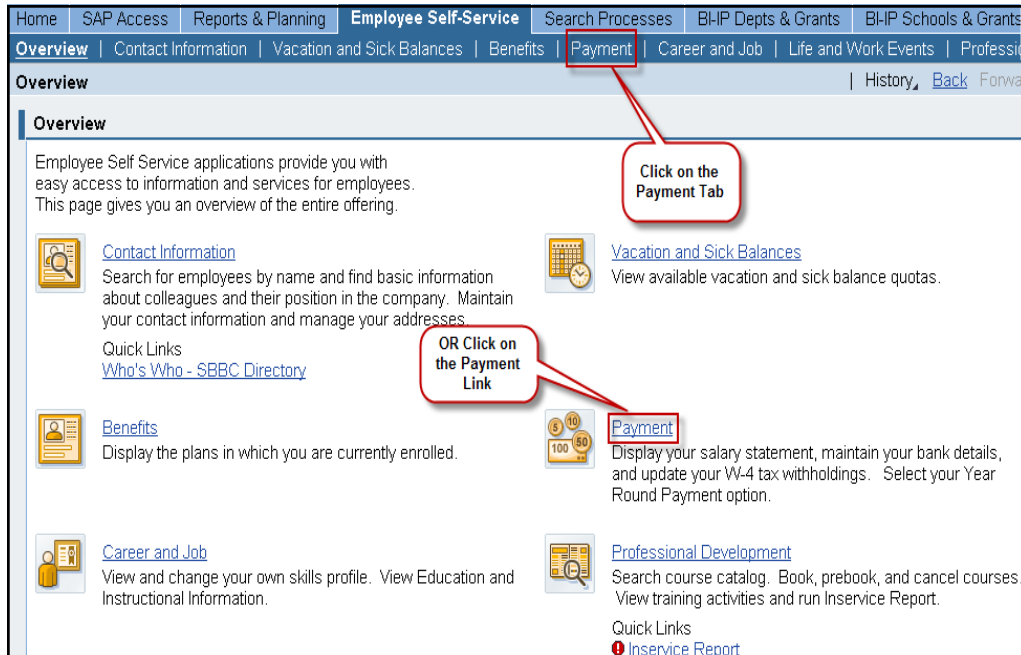
1. Sign on to the BRITE website



2. Select the Employee Self Service tab (ESS)



3. View the Payment screen by either clicking on Payment tab or selecting the Payment link



4. To view your current W-4 withholdings, click on W-4 Tax Withholding

Payment

[Salary Statement](#)
View your posted salary statements for pay periods after July 1, 2008. NOTE: Statement will appear 2 days before scheduled pay date

[Bank Information](#)
Enter, change, or delete your bank information
NOTE: Employees must have at least one main bank identified for direct deposit, but can have up to four additional financial institutions selected as well.

[W-4 Tax Withholding](#)
Create, change, and display the information included on the W-4 form (Employee's Withholding Allowance Certificate). For additional information please visit the IRS website at <http://www.irs.gov>

Select the W-4 Tax Withholding Link

5. View displayed current number of exemptions.

W4

1 2 3 4
Overview Edit Review and Save Confirmation

Federal

Filing Status: Single
No. of Exemptions: 00

Edit

Previous Step Exit

Displays Current # of Exemptions

6. To change W-4 exemptions click on the Edit link

W4

1 2 3 4
Overview Edit Review and Save Confirmation

Federal

Filing Status: Single
No. of Exemptions: 00

Edit

Previous Step Exit

Select EDIT to change number of exemptions

7. Change the Filing Status or the No. of Exemptions, check the Declaration box and then click Review to Save; you can also choose to have additional taxes withheld by typing in a dollar amount in the Additional Withholding field.

8. Once finished, click the Save button to complete.

NOTE: Changing your W-4 Withholding Exemptions will affect your net payroll check as well as your 1040 tax return filed on April 15th

- If you **increase** the number of your exemptions or change your Filing Status from Single to Married or Head of Household, the amount of Federal Income Tax withheld will **decrease** and your take home pay will increase
- If you **decrease** the number of your exemptions or change your Filing Status from Married or Head of Household to Single the amount of Federal Income Tax withheld will **increase** and your take home pay will decrease

In other words...**PROCEED WITH CAUTION!**

- The **more** Federal Income Taxes you have withheld from your paychecks, the more money you will have for your income taxes, therefore you may get a larger refund or reduce the amount of money you'll have to send to the IRS when you file your tax return on April 15th.
- The **less** Federal Income Taxes you have withheld from your paychecks, the less money you will have for your income taxes, which could reduce your potential refund, or worst case scenario, increase the amount of money you'll have to send to the IRS when you file your tax return on April 15th.