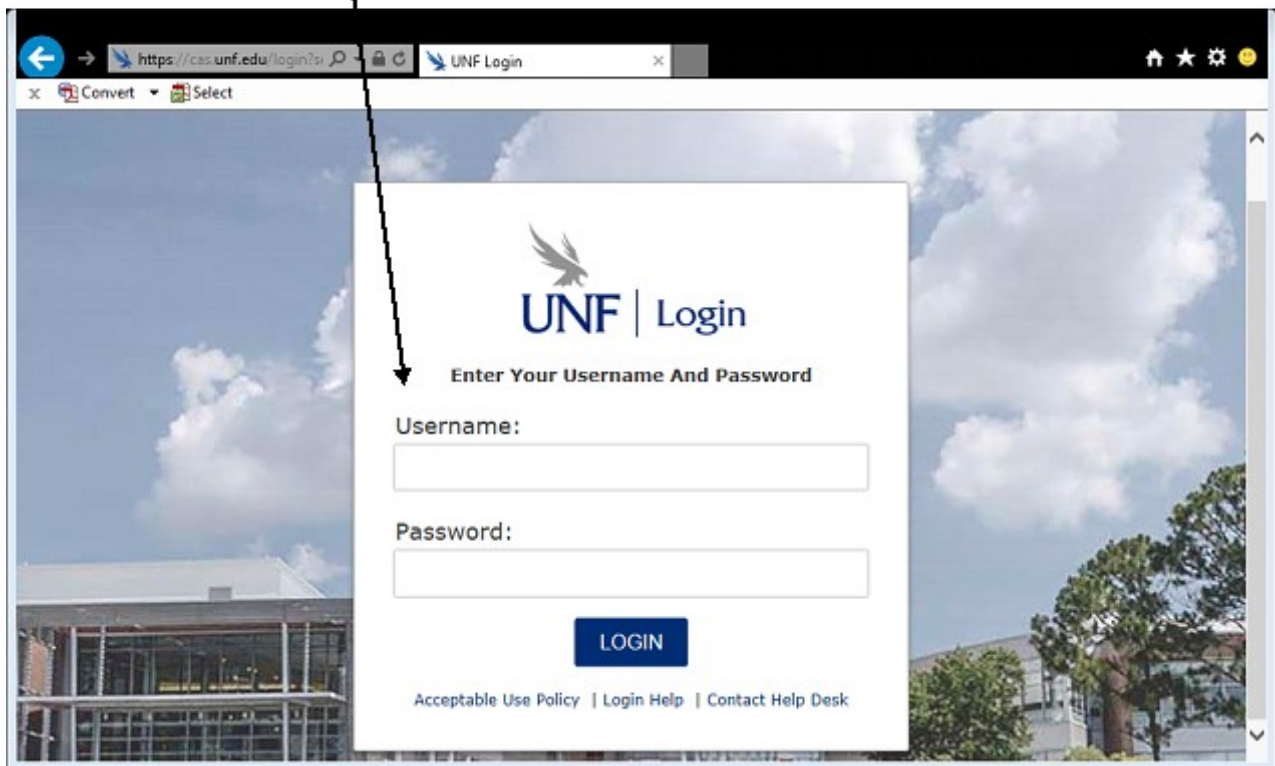


# UNF MyWings Navigation Guide: Online Electronic W-4 Tax Form

This is a guide to access and update the W-4 Employee's Withholding Certificate tax form electronically.

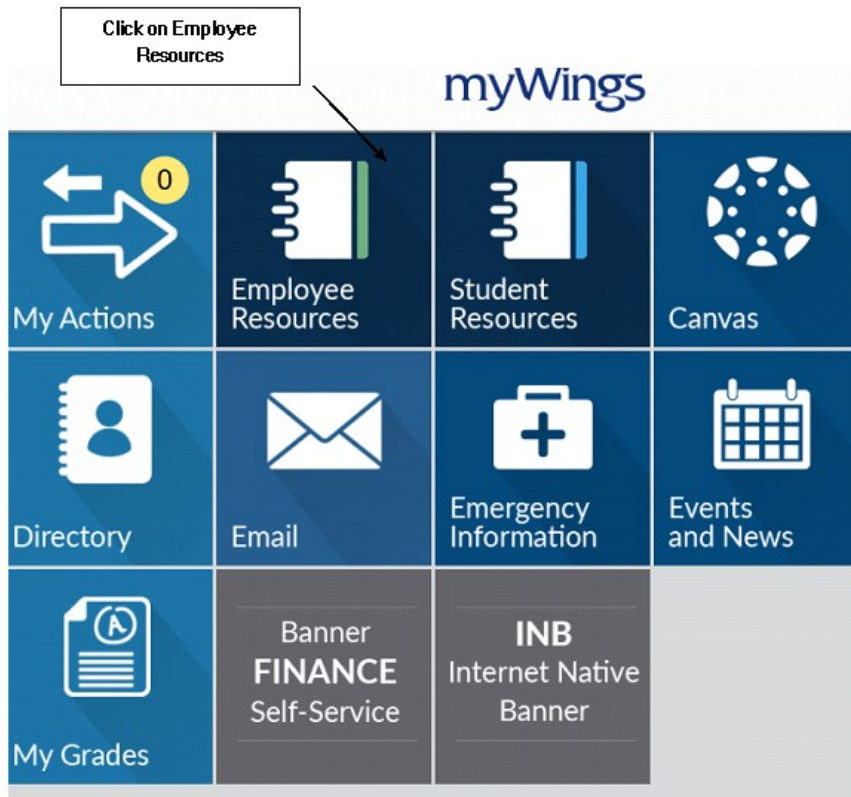
Enter your UNF Login ID and Password in UNF's MyWings webpage; click the Login button or press the Enter key on your keyboard.

Enter UNF ID and Password.  
Press Enter key

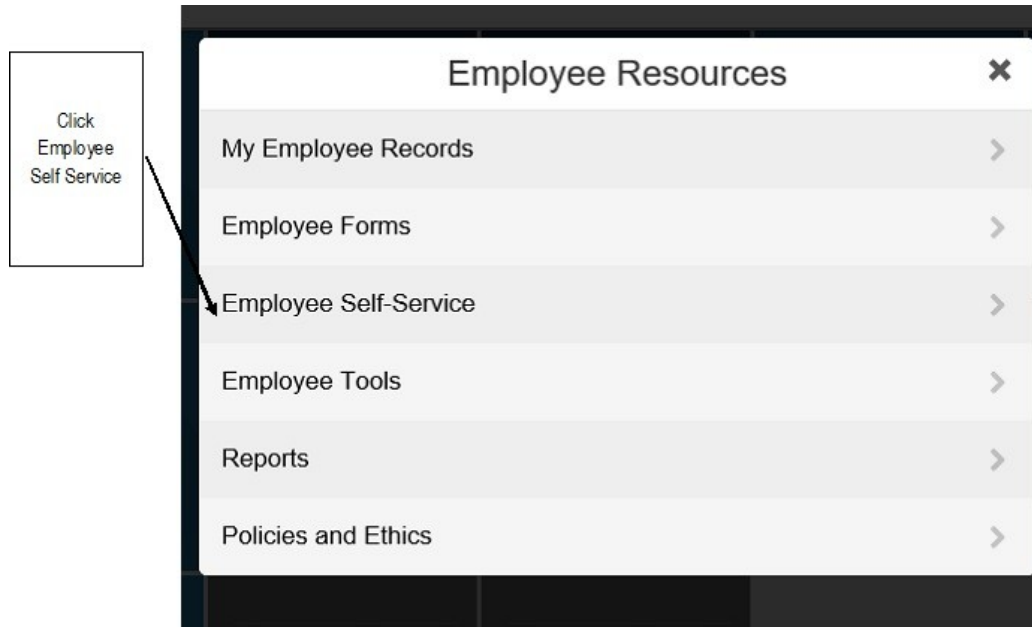


The screenshot shows a web browser window with the URL <https://cas.unf.edu/login?si>. The page features the UNF logo and the text "UNF | Login" and "Enter Your Username And Password". Below this, there are two input fields: "Username:" and "Password:". A blue "LOGIN" button is positioned below the password field. At the bottom of the page, there are links for "Acceptable Use Policy", "Login Help", and "Contact Help Desk". A callout box from the text above points to the input fields.

Navigate to the tile that says "Employee Resources"



On the Employee Resources page, third from the top, click on "Employee Self-Service"



In Employee Self-Service, click the Tax Forms link

Click on Tax Forms

The screenshot shows the UNF Employee Services webpage. At the top, there is a navigation bar with the UNF logo and the text 'UNIVERSITY of NORTH FLORIDA'. Below this is a menu with tabs for 'Employee Services', 'Finance Information', 'Financial Aid', 'Personal Information', and 'Student Services'. The 'Employee Services' tab is selected. On the right side of the page, there are links for 'RETURN TO MENU', 'SITE MAP', and 'HELP'. The main content area is titled 'Employee Services' and contains several sections: 'Benefits and Deductions', 'Current and Past Jobs', 'Pay Information', 'Tax Forms', and 'UNF Administrative Applications'. The 'Tax Forms' section is highlighted with a yellow underline. A box labeled 'Click on Tax Forms' has an arrow pointing to the 'Tax Forms' link in the left-hand menu.

Then click the W-4 Tax Exemptions/Allowance link.

The screenshot shows the UNF Tax Forms webpage. At the top, there is a navigation bar with tabs for 'Employee Services', 'Finance Information', and 'Personal Information'. The 'Employee Services' tab is selected. The main content area is titled 'Tax Forms' and contains three links: 'Electronic W-2 Consent', 'W-2 Year End Earnings Statement', and 'W-4 Tax Exemptions/Allowances'. The 'W-4 Tax Exemptions/Allowances' link is highlighted with a yellow underline. A box labeled 'Click on W-4 Tax Exemptions/Allowances' has an arrow pointing to the 'W-4 Tax Exemptions/Allowances' link.

The W-4 Tax Exemptions/Allowances webpage will display your current W-4 tax information. To view and/or print a current W-4 tax form, click the Print button which will display the representation of the actual W-4 tax form. Click the Go Back link to return to the W-4 Tax Exemptions/Allowances webpage.

### W-4 Employee's Withholding Certificate

**Federal Income Tax Withholding, Internal Revenue**

Service: Jul 23, 2020  
 Name: Ozzy Osprey  
 Address: 1 UNF Drive Jacksonville FL 32224  
 Last Name differs from SSN card: No  
 Deduction Status: Active  
 Start Date: Jul 01, 2004  
 End Date:  
 Filing Status: Single  
 NRA Indicator: No  
 Step 2C Indicator: Yes  
 Dependent Amount: 2,500.00  
 Other Income: 1,900.00  
 Deductions: .00  
 Additional Tax Withholding: 100.00

Note: Extra Withholding. Enter any additional tax you want withheld each pay period.

Click on print button

[Print](#)

[History](#) | [Update](#) | [Contributions or Deductions](#) | [Vendor Web Site](#)

Click the Go Back link to return to the W-4 Tax Exemptions/Allowances webpage.

<b>Form W-4</b> Department of the Treasury Internal Revenue Service		<b>Employee's Withholding Certificate</b> Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Give Form W-4 to your employer. Your withholding is subject to review by the IRS.		OMB No. 1545-0074 <b>2020</b>
<b>Step 1:</b> Enter Personal Information	(a) First name and middle initial Ozzy		(b) Social security number 123-45-6789	
	Address 1 UNF Drive		Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800.772.1212 or go to www.ssa.gov.	
	City or town, state, and ZIP code Jacksonville FL 32224			
(c) <input checked="" type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly (or Qualifying widow(er)) <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)				
Complete Steps 2 through 4 ONLY if they apply to you. To see if you are exempt from withholding or if you have concerns about your privacy, see page 2. Everyone must complete Step 5. See instructions on page 2.				
<b>Step 2:</b> Multiple Jobs or Spouse Work	Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs. Do only one of the following. (a) Use the estimator at <a href="http://www.irs.gov/W4App">www.irs.gov/W4App</a> for most accurate withholding; or (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld.			
<b>CAUTION:</b> If you have privacy concerns, choose (a) or (b). If you and/or your spouse have income from selfemployment, including as an independent contractor, choose (a).				
Complete Steps 3 through 4(b) on Form W-4 for only one of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3 through 4(b) on the Form W-4 for the highest paying job.)				
<b>Step 3:</b> Claim Dependents	If your income will be \$200,000 or less (\$400,000 or less if married filing jointly): Multiply the number of qualifying children under age 17 by \$2,000 > \$ 2,000.00 Multiply the number of other dependents by \$500. . . > \$ 500.00 Add the amounts above and enter the total here . . . . .		3	\$ 2,500.00
<b>Step 4:</b> (optional): Other Adjustment	(a) <b>Other Income.</b> If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income. You should not include income from any jobs		4(a)	\$ 1,900.00
	(b) <b>Deductions.</b> If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here		4(b)	\$
	(c) <b>Extra withholding</b> Enter any additional tax you want withheld each pay period		4(c)	\$ 100.00
<b>Step 5:</b> Sign Here	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete. Ozzy Osprey _____ <b>Employee's signature</b> (This form is not valid unless you sign it.)		15-JUL-2020 _____ <b>Date</b>	
<b>Employers Only</b>	Employer's name and address University of North Florida 1 UNF DRIVE Jacksonville FL 32224	First date of employment	Employer identification number (EIN) 592976169	

For Privacy Act and Paperwork Reduction Act Notice, see page 3.

Cat. No. 1022002

Form W-4 (2020)

Click the Go Back Link

[Go Back](#)

To perform an update to your current W-4 tax information, click the Update link at the bottom of the W-4 Tax Exemptions/Allowances webpage.

[Employee Services](#) | [Finance Information](#) | [Personal Information](#)

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### W-4 Employee's Withholding Certificate

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**Federal Income Tax Withholding, Internal Revenue Service**

**As of Date:** Jul 23, 2020  
**Name:** Otzy Osprey  
**Address:** 1 UNF Drive  
Jacksonville FL 32224

**Last Name differs from SSN card:** No  
**Deduction Status:** Active  
**Start Date:** Jul 01, 2004  
**End Date:**  
**Filing Status:** Single  
**NRA Indicator:** No  
**Step 2C Indicator:** Yes  
**Dependent Amount:** 2,500.00  
**Other Income:** 1,900.00  
**Deductions:** .00  
**Additional Tax Withholding:** 100.00

Note: Extra Withholding. Enter any additional tax you want withheld each pay period.

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[History](#) | [Update](#) | [Contributions or Deductions](#) | [Vendor Web Site](#)

Click the Update button

The Update W-4 Information webpage is displayed for employees to update their Federal tax filing status, change dependent amounts, other income and deduction, and add an additional withholding amount (flat dollar amount).

## Update W-4 Information

Enter your desired changes and click the Submit Changes button. Please realize that by clicking the Submit Changes button, you are under penalty of perjury if the information visible at the bottom of the page, you can delete your change by checking the box and clicking the Submit Changes button.

\* - indicates a required field.

**Federal Income Tax Withholding, Internal Revenue Service**

Deduction Effective as of:

Jul 11, 2020

If your last name differs from that shown on your Social Security Card, check here.

Note: See Form W-4 instructions.

Effective Date of Change MM/DD/YYYY:\*

Note: Effective Date must be after May 01, 2020 the date you were last paid.

07/11/2020

Deduction Status:\*

Active 

I claim exemption from withholding for the tax year specified, and I certify that I meet both of the following conditions for exemption.

\* Last year I had no tax liability and

\* This year I expect to have no tax liability.

If you meet both conditions, select "Exempt" in Deduction Status field.

Filing Status:\*

Single 

NRA Indicator:

Step 2C Indicator:

Dependents Under 17 999999.99 :

2000.00

Multiply the number of qualifying children under age 17 by \$2,000.

Other Dependents 999999.99 :

500.00

Multiply the number of other dependents by \$500.

Dependent Amount 999999.99 :

2500.00

Step 3: Add the amounts above and enter the total here.

Other Income 999999.99 :

1900.00

Step 4a) See Form W-4 instructions.

Deductions 999999.99 :

Step 4b) See Form W-4 instructions.

Additional Tax Withholding 999999.99 :

100.00

Step 4c) Extra Withholding. Enter any additional tax you want withheld each pay period.

W-4 Employee's Withholding Allowance Certificate

To update the W-4 values:

- Check the box if your last name differs from that shown on your Social Security Card. **You must contact the Social Security Administration office to obtain an updated Social Security Card.**
- Enter the effective date of the change in the Effective Date of Change box.
- Select the appropriate status from the Deduction Status drop-down list, **Active** or **Exempt (note the statement to claim exemption from withholding)**.
- Select the appropriate Filing Status.
- NRA Indicator Check Box (Non-Resident Alien, to most this is **not applicable**)
- Step 2C Indicator Check Box (refer to Step 2 of the 2020 W-4)
- Dependents Under 17. Multiply the number of qualifying children under age 17 by \$2,000 and enter the amount in the field.
- Other Dependents. Multiply the number of other dependents by \$500 and the amount in the field.



- i. Dependent Amount. Enter the total of the Dependents Under 17 and Other Dependents amounts in the Dependent Amount field.
- j. Other Income. Enter the amount of other income, not from jobs, you want tax withheld.
- k. Deductions. Enter the amount of deductions you expect to claim other than the standard deduction and you want to reduce your withholding (refer to Deductions Worksheet on Page 3 of the W-4 form).
- l. Additional Tax Withholding. To deduct additional money contributed toward taxes per paycheck, enter the additional amount in the Additional Tax Withholding field.
- m. Select one of the following buttons, as appropriate.
  1. If the changes are correct, click Certify Changes button.
  2. If the changes are incorrect, click Restore Original Values button to start over with the original values.

Employee Services Finance Information Personal Information

### Update W-4 Information

Enter your desired changes and click the Submit Changes button. Please realize that by clicking the Submit Changes button, you are under penalty of perjury if the inform visible at the bottom of the page, you can delete your change by checking the box and clicking the Submit Changes button.

\* indicates a required field.

**Federal Income Tax Withholding, Internal Revenue Service**  
Deduction Effective as of: Jul 11, 2020

If your last name differs from that shown on your Social Security Card, check here.  **a**  
Note: See Form W-4 instructions.

Effective Date of Change MM/DD/YYYY:  **b**  
Note: Effective Date must be after May 01, 2020 the date you were last paid.

Deduction Status:  **c**

I claim exemption from withholding for the tax year specified, and I certify that I meet both of the following conditions for exemption.  
 \* Last year I had no tax liability and  
 \* This year I expect to have no tax liability.  
 If you meet both conditions, select "Exempt" in Deduction Status field.

Filing Status:  **d**

NRA Indicator:  **e**

Step 2C Indicator:  **f**

Dependents Under 17 999999.99 :  **g**

Other Dependents 999999.99 :  **h**

Dependent Amount 999999.99 :  **i**

Other Income 999999.99 :  **j**

Deductions 999999.99 :  **k**

Additional Tax Withholding 999999.99 :  **l**

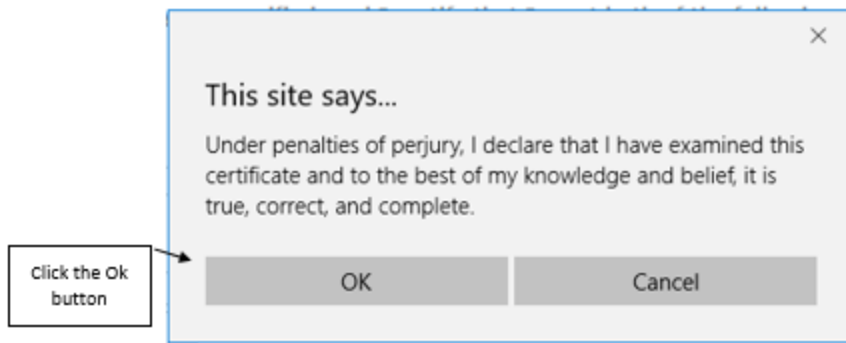
**m1**

**m2**

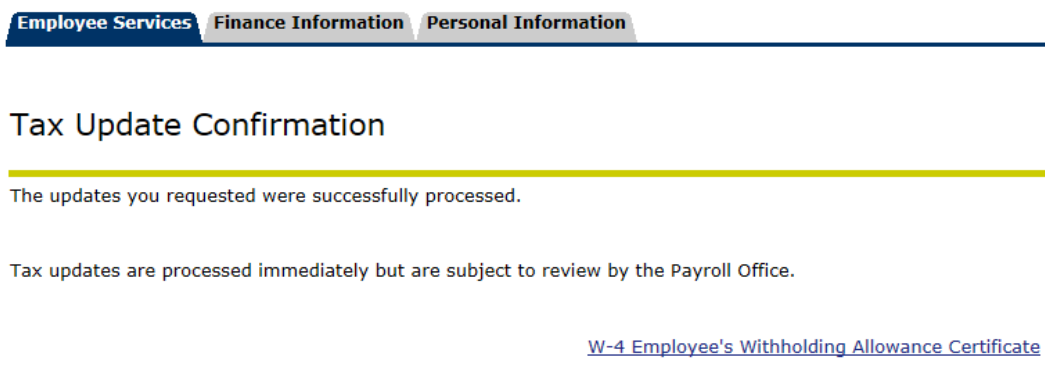
Multiply the number of qualifying children under age 17 by \$2,000.  
 Multiply the number of other dependents by \$500.  
 Step 3: Add the amounts above and enter the total here.  
 Step 4a) See Form W-4 instructions.  
 Step 4b) See Form W-4 instructions.  
 Step 4c) Extra Withholding. Enter any additional tax you want withheld each pay period.

W-4 Employee's Withholding Allowance Certificate

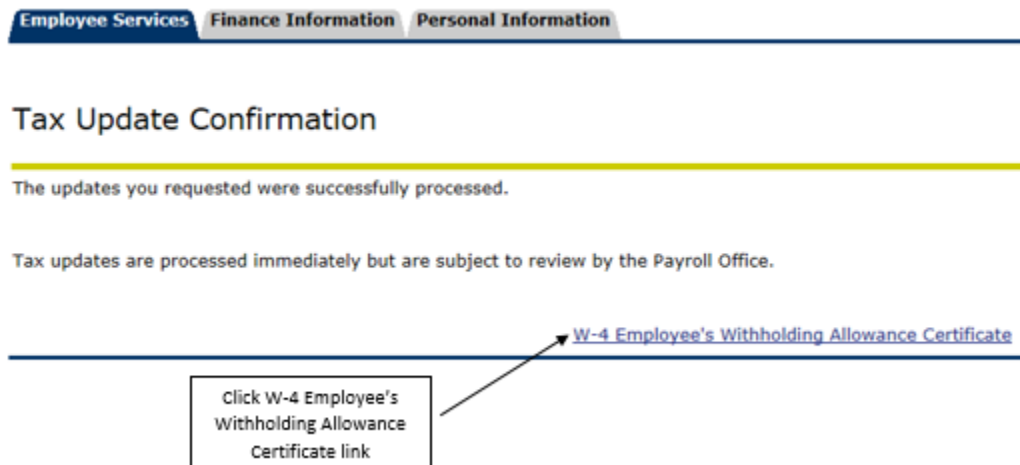
The acknowledgement dialog box will appear. Click the Ok button to confirm changes to your W-4.



The Tax Update Confirmation webpage to confirm the changes is displayed. It is recommended to view, print and/or save a soft copy of your updated W-4 Withholding Certificate tax form for your personal records. To do so:



- a. At the Tax Update Confirmation webpage, click the W-4 Employee's Withholding Allowance Certificate link.



- b. The W-4 Tax Exemptions/Allowances webpage is displayed. Click the Print button.



## W-4 Employee's Withholding Certificate

**Federal Income Tax Withholding, Internal Revenue Service**

**As of Date:** Jul 21, 2020  
**Name:** Ozzy Osprey  
**Address:** 1 UNF Drive  
Jacksonville FL 32224  
**Last Name differs from SSN card:** No  
**Deduction Status:** Active  
**Start Date:** Jul 01, 2004  
**End Date:**  
**Filing Status:** Married  
**NRA Indicator:** No  
**Step 2C Indicator:** Yes  
**Dependent Amount:** 500.00  
**Other Income:** .00  
**Deductions:** .00  
**Additional Tax Withholding:** 150.00

**Note:** Extra Withholding. Enter any additional tax you want withheld each pay period.

Click the  
Print  
button

Print

A representation of your updated W-4 Employee's Withholding Certificate tax form is displayed. Here you can print and/or save a soft copy of your updated W-4 tax form.

<b>Form W-4</b> Department of the Treasury Internal Revenue Service		<b>Employee's Withholding Certificate</b> Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Give Form W-4 to your employer. Your withholding is subject to review by the IRS.		OMB No. 1545-0074 <b>2020</b>	
<b>Step 1: Enter Personal Information</b>	<b>(a)</b> First name and middle initial Ozzy		Last name Osprey		<b>(b)</b> Social security number 123-45-6789
	Address 1 UNF Drive				<b>Does your name match the name on your social security card?</b> If not, to ensure you get credit for your earnings, contact SSA at <a href="tel:800-772-1213">800-772-1213</a> or go to <a href="http://www.ssa.gov">www.ssa.gov</a> .
	City or town, state, and ZIP code Jacksonville FL 32224				
	<b>(c)</b> <input type="checkbox"/> Single or Married filing separately <input checked="" type="checkbox"/> Married filing jointly (or Qualifying widow(er)) <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)				
<b>Complete Steps 2 through 4 ONLY if they apply to you.</b> To see if you are exempt from withholding or if you have concerns about your privacy, see page 2. Everyone must complete Step 5. See instructions on page 2					
<b>Step 2: Multiple Jobs or Spouse Work</b> Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs. Do <b>only one</b> of the following. <b>(a)</b> Use the estimator at <a href="http://www.irs.gov/W4App">www.irs.gov/W4App</a> for most accurate withholding; <b>or</b> <b>(b)</b> Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; <b>or</b> <b>(c)</b> If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld. . . . . <input checked="" type="checkbox"/>					
<b>CAUTION:</b> If you have privacy concerns, choose (a) or (b). If you and/or your spouse have income from selfemployment, including as an independent contractor, choose (a).					
<b>Complete Steps 3 through 4(b) on Form W-4 for only one of these jobs.</b> Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3 through 4(b) on the Form W-4 for the highest paying job.)					
<b>Step 3: Claim Dependents</b> If your income will be \$200,000 or less(\$400,000 or less if married filing jointly): Multiply the number of qualifying children under age 17 by \$2,000 > \$ _____ Multiply the number of other dependents by \$500. . . > \$ 500.00 Add the amounts above and enter the total here . . . . . 3 \$ 500.00					
<b>Step 4: (optional): Other Adjustment</b> <b>(a) Other Income.</b> If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income. You should not include income from any jobs 4(a) \$ _____ <b>(b) Deductions.</b> If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here 4(b) \$ _____ <b>(c) Extra withholding</b> Enter any additional tax you want withheld each pay period 4(c) \$ 150.00					
<b>Step 5: Sign Here</b> Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete. Ozzy Osprey 21-JUL-2020 _____ <b>Employee's signature</b> (This form is not valid unless you sign it.) <b>Date</b>					
<b>Employers Only</b> Employer's name and address University of North Florida 1 UNF DRIVE Jacksonville FL 32224 First date of employment Employer identification number (EIN) 592976169					

For Privacy Act and Paperwork Reduction Act Notice, see page 3.

Cat. No. 10220Q

Form W-4 (2020)

[Go Back](#)

You will receive a system generated email confirming your updated W-4 Employee's Withholding Certificate information.

For further questions regarding the online electronic W-4 tax form, please contact the UNF Payroll Office at [banner-payroll@unf.edu](mailto:banner-payroll@unf.edu)