

OKLAHOMA WITHHOLDING UPDATES ON SELF SERVICE

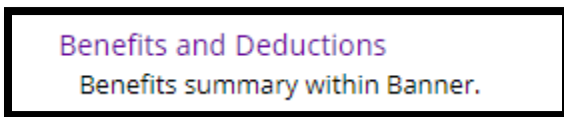
At the time of hire, U.S. Citizens and Resident Non-Citizens state withholding will default to Oklahoma state tax, single filing status and zero allowances.

Changing to another state or exempt filing status (any state) cannot be setup through Banner self-service and must be setup by emailing the state W-4 to payroll.services@okstate.edu.

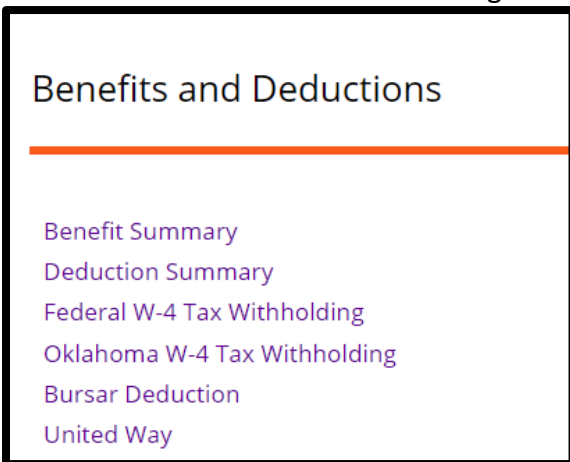
Non-Resident Non-Citizens should contact International Students and Scholars at iss@okstate.edu for more information regarding tax withholding options.

Marital status, number of allowances and additional withholding amounts can be changed via Banner self-service as follows.

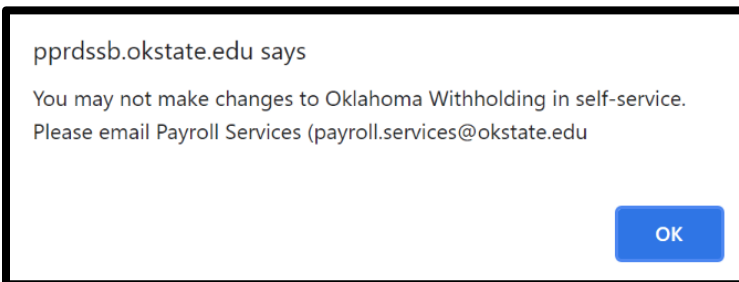
1. Log in to Employee Self Service.
2. Select Benefits and Deductions.



3. Select Oklahoma W-4 Tax Withholding.



NOTE: If you receive the error below, contact payroll.services@okstate.edu.



4. Update the information.

Oklahoma State Tax
Deduction Effective as of: Jul 01, 2021

Status: Active

Effective Date of Change MM/DD/YYYY: 07/01/2021

Note: Effective Date must be after Jun 30, 2021 the date you were last paid.

Filing Status:* Single

Exmptns:* 0

Additional Withholding 999999.99 :

Use the drop-down menu to choose the correct filing status

This should be the date to you want the change to be effective. Must be MM/DD/YYYY

Enter the number of allowances/exemptions here.


Enter any *additional* amount you want to be withheld per paycheck

5. Enter the date you want the change to be effective (subject to limitations based on the payroll processing schedule) in the “Effective Date of Change MM/DD/YYYY” field.
6. Use the drop-down box to select the appropriate Filing Status:
 Head of Household,
 Married,
 Married, but use Single Rate,
 Single
7. Enter the desired number of allowances/exemptions in the “Exemptions” box (as a whole number).
8. Enter any additional amount you want withheld each pay period in the “Additional Withholding 999999.99” box (as a decimal, two places after the decimal).
9. Users are responsible for entering accurate information. Oklahoma State University is not responsible for any taxes owed or fines that might be incurred due to inaccurate information.
10. Review all information and click the button.
11. After you make changes, click [Miscellaneous](#)

12. Scroll to the Oklahoma click the [History](#) button next to “Oklahoma State Tax” to review all entries and verify the changes you made. Repeat if additional changes are needed.

Oklahoma State Tax
Benefit or Deduction as of date: Mar 09, 2021
Status of Benefit or Deduction: Active
Start Date: Jul 19, 1993
End Date:
Filing Status: Single
Exmptns: 1
Additional Withholding: 50.00

[History](#) | [Update](#) | [Contributions or Deductions](#)



Miscellaneous Benefits History

These changes may include updates you initiated as well as changes that are a result of benefit plan updates by the Benefit Administrator.

Oklahoma State Tax
Benefit or Deduction from and to dates: Jul 19, 1993

Current Plan	Effective Date	Status	Filing Status	Exmptns	Additional Withholding
	Jul 19, 1993	Active	Single	01	.00
My Current Plan	Jun 01, 2017	Active	Single	1	50.00
	May 01, 2021	Active	Married	12	50.75

[Miscellaneous](#)

If you have questions or need help modifying this deduction in employee self-service, email payroll.services@okstate.edu.