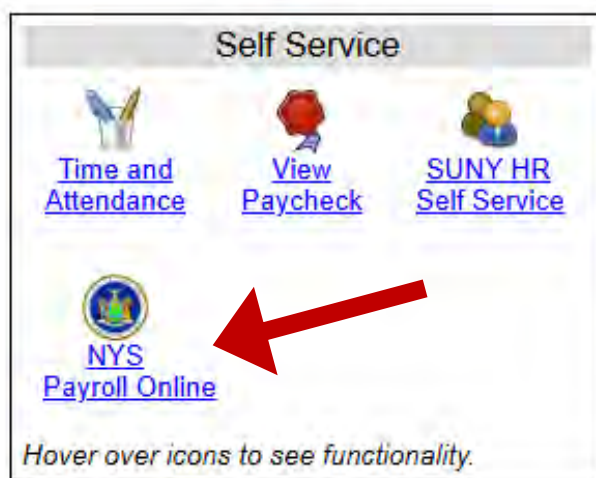


## Update Tax Withholdings

NYS Payroll Online (NYSPO) provides you with the ability to review and maintain your own tax withholding information. You can submit your federal [Form W-4](#) (federal withholdings) and [NYS Form IT-2104](#) (state and local withholdings).

**NOTE:** New employees must submit paper [W-4](#) and [IT-2104](#) forms through their agency's Office of Human Resources or Payroll Office when initially employed by New York State. However, subsequent changes can be made on NYSPO, once granted access.

- A. Log in to [suny.edu/hrportal](http://suny.edu/hrportal).
- B. Click **NYS Payroll Online**.



**NOTE:** If you have never logged into NYSPO before, please see the NYSPO [Enrollment and Access](#) job aid or contact your Office of Human Resources.

C. Click **Update Tax Withholdings** in the left menu.

The screenshot displays the NYS Payroll Online website. At the top, the header includes the Office of the State Comptroller logo and the name Thomas P. DiNapoli. The main navigation bar features 'NYS Payroll Online' and links for 'Home', 'Sign out', and 'Terms of Use'. The left sidebar is divided into two sections: 'NYS Payroll Online' and 'NYS Payroll Online Help'. The 'NYS Payroll Online' section lists several options: 'View Paycheck', 'View Direct Deposit Account(s)', 'Go Paperless', 'Update Tax Withholdings' (highlighted with a red box and a red arrow labeled 'C'), 'View W-2', 'Update Email Addresses', and 'How Can We Improve This Site?'. The 'NYS Payroll Online Help' section lists 'NYS Payroll Online Availability', 'Troubleshooting Guide', 'Job Aids', and 'Browser Compatibility Information'. The main content area is titled 'Payroll News' and contains a notice about 2019 W-2s being available on NYSPPO. Below this is an 'Of Interest...' section with a heading 'You may be able to file your taxes online for FREE!' and a list of bullet points regarding e-filing benefits.

From this page you can modify your federal, state, and local tax withholding information.

Office of the State Comptroller  
**Online Services**  
NYS Payroll Online

New York State Comptroller  
Thomas P. DiNapoli

Home | Sign out | Terms of Use

New Window | Info

### W-4 Withholding Certificate

NYS EMPLOYEE Employee Number: NO 2020  
STATE OF NEW YORK

Complete the information below to adjust the amount of tax withheld from your pay. We recommend you first complete the worksheets found on federal Form W-4 and NYS Form IT-2104 to determine the correct number of allowances to claim. Please note that your state and local allowances may be different than your federal allowances.

#### Step 1: Personal Information

Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to [www.ssa.gov](http://www.ssa.gov).

Address  
110 STATE STREET  
ALBANY NY 12236

#### Federal Form W-4

Federal W-4 Form and Instructions: [W-4 Form](#)

Filing Status

Single or Married filing separately  
 Married filing jointly (or Qualifying widow(er))  
 Head of Household (Check only if you are unmarried and pay more than half the cost of keeping up a home for yourself and a qualifying individual).

#### Step 2: Multiple Jobs or Spouse Works

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 these jobs.

[View Instructions](#)

Multiple Jobs or Spouse Works

#### Step 3: Exemptions

[View Instructions](#)

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

Other tax credits

Total

#### Step 4: Other Adjustments

[View Instructions](#)

(a) Other Income  
(b) Deductions  
(c) Extra Withholding

#### Claim Exemption from Withholding

I claim exemption from withholding for the year 2020 and I certify that I meet BOTH of the following conditions for exemption:

1 Last year I owed no federal income tax.  
2 The year I expect to owe no federal income tax.

Check this box if you meet both conditions to claim exemption from tax withholding

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

### NYS Form IT-2104

NY State IT-2104 Form and Instructions: [IT-2104](#)

#### Employee's Withholding Allowance Certificate

This certificate, Form IT-2104, is completed by an employee and submitted online to instruct the employer how much New York State (and New York City and Yonkers) tax to withhold from the employee's pay. The more allowances claimed the lower the amount of tax withheld.

You cannot use Form IT-2104 to claim exemption from withholding. To claim exemption from income tax withholding, you must file Form IT-2104-E. Please contact your payroll administrator for additional information.

#### New York State Tax Withholding

Indicate Marital Status:  Single or Head of Household |  Married  
Married, but withhold at higher single rate

Enter total number of state allowances you are claiming: 0

Additional state amount, if any, you want withheld from each paycheck: 0.00

#### Local Tax Withholding

Are you a resident of New York City?  Yes  No  
Are you a resident of Yonkers?  Yes  No

Enter total number of local allowances you are claiming: 0

Additional local amount, if any, you want withheld from each paycheck: 0.00

Penalty - A penalty of \$500 may be imposed for any false statement you make that decreases the amount of money you have withheld from your wages. You may also be subject to criminal penalties.

[Save](#)

[Return to NYS Payroll Online](#)

## Update Federal Withholdings (Federal Form W-4)

Change any applicable information:

1. Change your **Filing Status**.
  - Select the radio button for either “Single or Married filing separately,” “Married filing jointly (or Qualifying widow(er)),” or “Head of Household.”
2. **Multiple Jobs or Spouse Works** checkbox.
3. Enter amounts to **Claim Dependents**.
  - a. Qualifying children under age 17
  - b. Other Dependents
  - c. Other Tax Credits
  - d. Total – the ‘Total’ is updated to reflect your changes as you enter amounts in the fields. After modifying and saving changes, only the ‘Total’ value will be displayed under ‘Claim Dependents.’
4. Enter **Other Adjustments**
  - a. Other Income
  - b. Deductions
  - c. Extra Withholding - This is additional tax you want withheld each pay period  
Example: If there is \$100.00 in the ‘Extra Withholding’ field, then \$100.00 will be withheld from **every paycheck**.

NOTE: To save a Federal Form W-4 with a single filing status and no adjustments, select the ‘Single’ radio button under Filing Status, enter ‘0’ (zero) in Step 3: Claim Dependents, and click ‘Save’.

## Claim Exemption from Federal Withholdings

To claim exemption, you must meet the following conditions:

- Last year you had a right to a refund of **ALL** federal income tax withheld because you had **NO** tax liability, and
  - This year you expect a refund of **ALL** federal income tax withheld because you expect to have **NO** tax liability.
5. Check this check box to affirm that you meet both conditions and want to claim exempt status.

## Federal Form W-4

Federal W-4 Form and Instructions: [W4 Form](#)

### Filing Status

- Single or Married filing separately  
 Married filing jointly (or Qualifying widow(er)) ← 1  
 Head of Household

(Check only if you are unmarried and pay more than half the cost of keeping up a home for yourself and a qualifying individual).

### Step 2: Multiple Jobs or Spouse Works

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 these jobs.

[View Instructions](#)

- Multiple Jobs or Spouse Works ← 2

### Step 3: Claim Dependents

[View Instructions](#)

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  ← 3a  
Multiply the number of other dependents by \$500  ← 3b  
Other tax credits  ← 3c  
Total  ← 3d

### Step 4: Other Adjustments

[View Instructions](#)

(a) Other Income  ← 4a  
(b) Deductions  ← 4b  
(c) Extra Withholding  ← 4c

### Claim Exemption from Withholding

I claim exemption from withholding for the year  and I certify that I meet

**BOTH** of the following conditions for exemption:

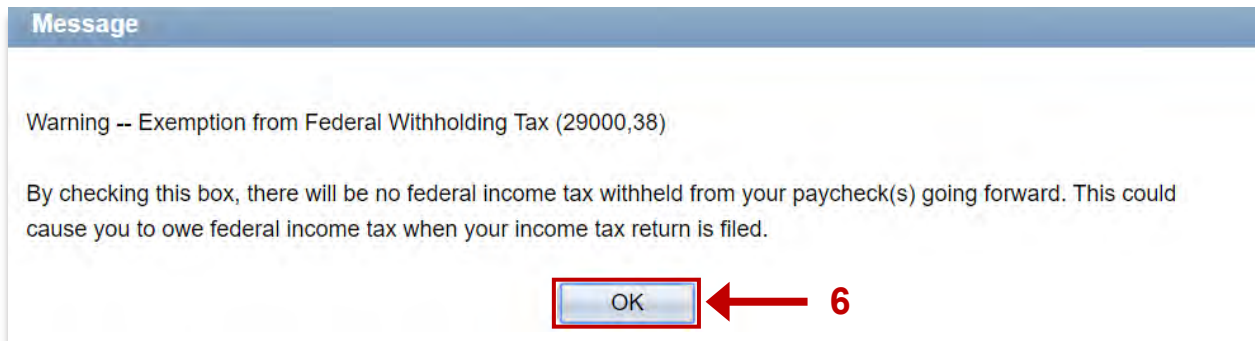
1. Last year I owed no federal income tax.
2. This year I expect to owe no federal income tax.

- Check this box if you meet both conditions to claim exemption from tax withholding ← 5

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

**NOTE:** Claiming an exemption from Federal withholdings will result in zero taxes being withheld from your paycheck(s). This may cause you to owe federal income tax when your income tax return is filed. If you do not wish to claim the exemption, uncheck the check box from step 6 before saving this page.

6. Click the OK button to confirm acknowledgement of claiming a federal exemption.



## Update New York State Tax Withholding

Change any applicable information:

7. Change your **Marital Status**.

**NOTE:** Select the radio button for either “Single or Head of Household / Married, but withhold at higher single rate” OR “Married.”

8. Enter total number of **State Allowances** you want to claim.
9. Enter an **Additional State Amount** to be withheld.

**NOTE:** You cannot claim exemption from NYS tax withholding through NYSPO. To claim this exemption you must file [Form IT-2104-E](#).

## Update Local Tax Withholding

Change any applicable information:

10. Indicate if you are a resident of **New York City**.
11. Indicate if you are a resident of **Yonkers**.
12. Enter total number of **Local Allowances** you want to claim.
13. Enter an **Additional Local Amount** to be withheld.

## NYS Form IT-2104


NY State IT-2104 Form and Instructions: [IT-2104](#)


### Employee's Withholding Allowance Certificate

This certificate, Form IT-2104, is completed by an employee and submitted online to instruct the employer how much New York State (and New York City and Yonkers) tax to withhold from the employee's pay. The more allowances claimed the lower the amount of tax withheld.

You cannot use Form IT-2104 to claim exemption from withholding. To claim exemption from income tax withholding, you must file Form IT-2104-E. Please contact your payroll administrator for additional information.


### New York State Tax Withholding

Indicate Marital Status:  Single or Head of Household /  Married  **7**  
Married, but withhold at higher single rate

Enter total number of state allowances you are claiming:   **8**

Additional state amount, if any, you want withheld from each paycheck:   **9**

### Local Tax Withholding

Are you a resident of New York City?  Yes  No  **10**

Are you a resident of Yonkers?  Yes  No  **11**

Enter total number of local allowances you are claiming:   **12**

Additional local amount, if any, you want withheld from each paycheck:   **13**

Penalty -- A penalty of \$500 may be imposed for any false statement you make that decreases the amount of money you have withheld from your wages. You may also be subject to criminal penalties.

[Return to NYS Payroll Online](#)

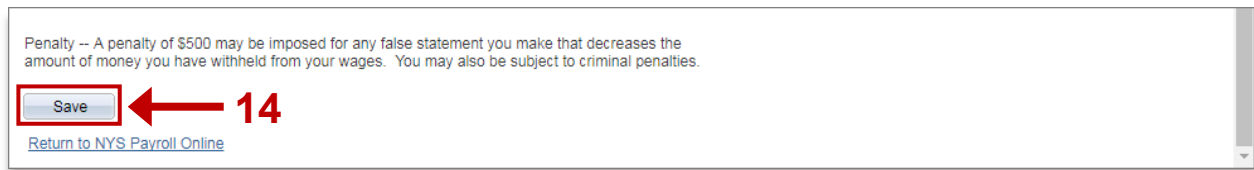


## Save All Changes

Changes to your tax withholding information can only be made **once per day** through NYSPO. Be sure to double check any changes before saving them in the system. If you enter inaccurate information you will not be able to correct it using NYSPO until the next business day. If you need to make a change on the same day, please contact your Payroll Administrator.

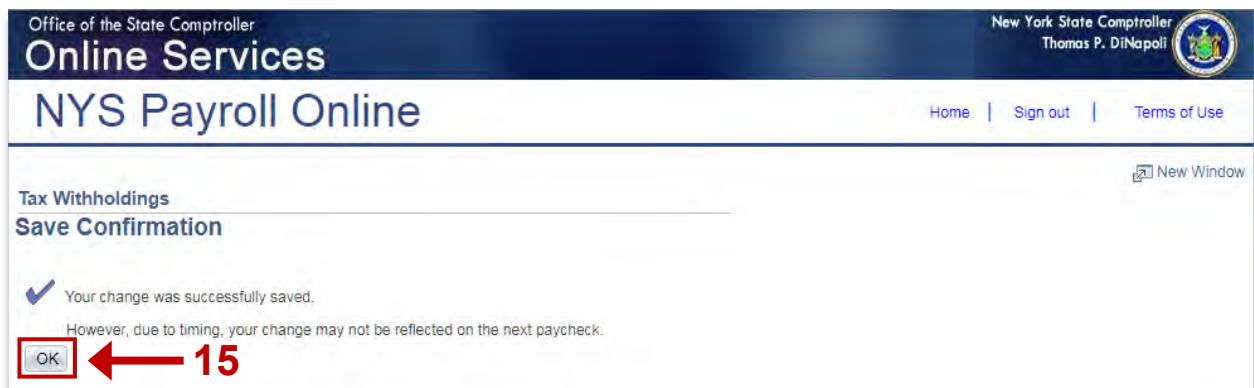
14. Click **Save** at the bottom of the page to save all changes to your tax information.

**NOTE:** Penalty notification for false statements can be found above the **Save** button.

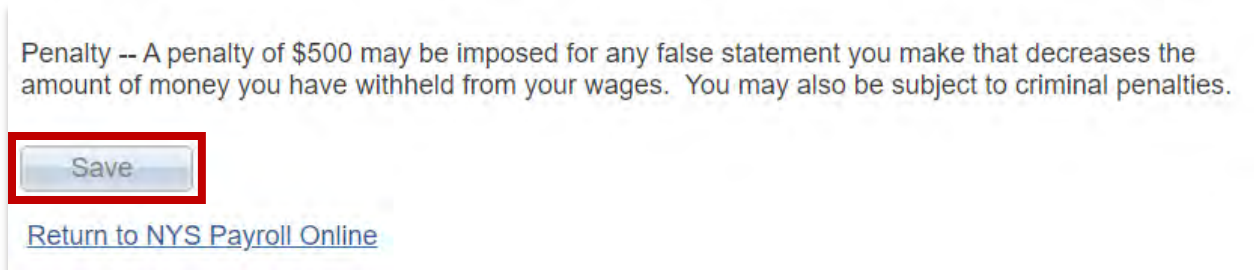


15. Click **OK** to return to the **Tax Withholdings** page.

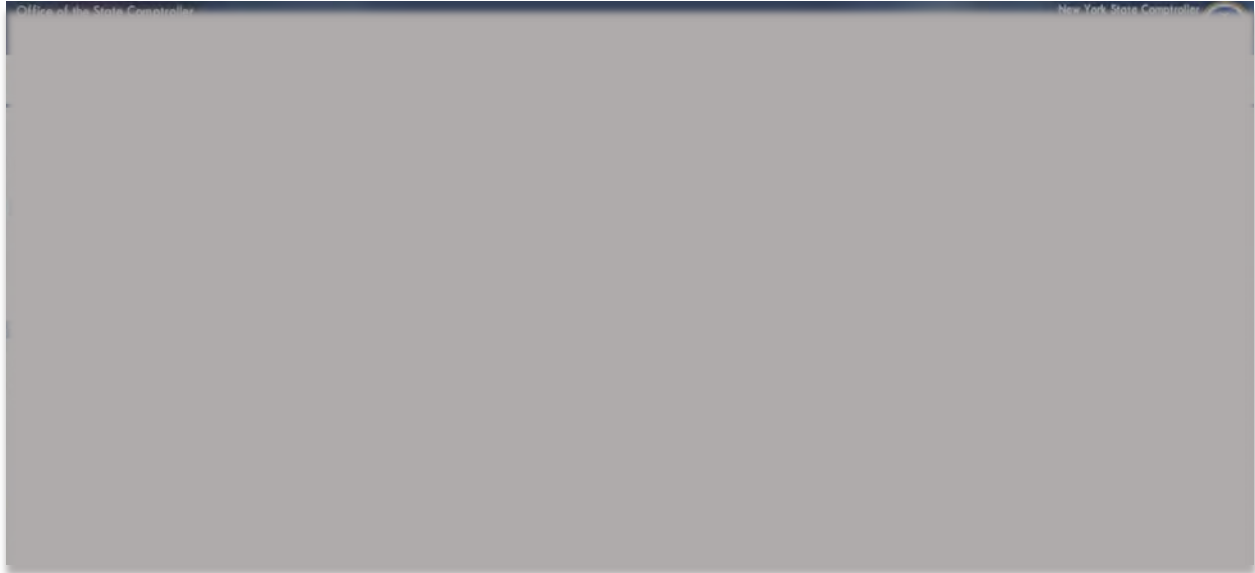
**NOTE:** Due to timing, your changes may not be reflected in your next paycheck.



**NOTE:** After returning to the **Tax Withholdings** page, you will notice that the **Save** button has been greyed out. This is because you can only make only make changes to your tax withholding information **once per day**.



**NOTE:** If you return to the **Tax Withholdings** page AFTER tax withholdings are modified and saved, you will immediately receive a message informing you that it can only be updated **once per day**. If you need further updates to your tax withholdings on the same day, please contact your Payroll Administrator.



## Other Information on the Tax Withholdings Page

1. Link to the federal [W-4 form and instructions](#).

**Federal Form W-4**

Federal W-4 Form and Instructions: [W4 Form](#) ← 1

**Filing Status**

**Single or Married filing separately**

**Married filing jointly (or Qualifying widow(er))**

**Head of Household**  
(Check only if you are unmarried and pay more than half the cost of keeping up a home for yourself and a qualifying individual).

**Step 2: Multiple Jobs or Spouse Works**

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 these jobs.

2. Link to the [NY State IT-2104 form and instructions](#).

**NYS Form IT-2104**

NY State IT-2104 Form and Instructions: [IT-2104](#) ← 2

**Employee's Withholding Allowance Certificate**

This certificate, Form IT-2104, is completed by an employee and submitted online to instruct the employer how much New York State (and New York City and Yonkers) tax to withhold from the employee's pay. The more allowances claimed the lower the amount of tax withheld.

You cannot use Form IT-2104 to claim exemption from withholding. To claim exemption from income tax withholding, you must file Form IT-2104-E. Please contact your payroll administrator for additional information.

**New York State Tax Withholding**

3. Click **Return to NYS Payroll Online** to return to the **NYS Payroll Online Home** page.

Penalty -- A penalty of \$500 may be imposed for any false statement you make that decreases the amount of money you have withheld from your wages. You may also be subject to criminal penalties.

[Return to NYS Payroll Online](#) ← 3

## Sign Out

For security purposes, you should always sign out of NYSP0 when you are finished viewing or updating your payroll information. Close all open browser windows when finished. Your pay stub or W-2 will remain open until you close the browser window, even if you log out or are timed out of NYSP0.

The screenshot displays the NYSP0 Online Services interface. At the top, the header includes the Office of the State Comptroller logo and the text "Online Services" and "NYS Payroll Online". The right side of the header features the New York State Comptroller Thomas P. DiNapoli's name and a seal, along with navigation links for "Home", "Sign out", and "Terms of Use".

The main content area is divided into three columns:

- Left Column (NYS Payroll Online Help):** Contains links for "View Paycheck", "View Direct Deposit Account(s)", "Go Paperless", "Update Tax Withholdings", "View W-2", "Update Email Addresses", "How Can We Improve This Site?", "NYS Payroll Online Availability", "Troubleshooting Guide", "Job Aids", and "Browser Compatibility Information".
- Middle Column (Payroll News):** Features a "2019 W-2s are available on NYSP0" announcement, an "Update Tax Withholdings – 2020 Form W-4" notice, and an "Of Interest..." section with a "You may be able to file your taxes online for FREE!" announcement and a list of benefits: "E-filing is the fastest and easiest way to file your return.", "Online tax software is safe and secure.", and "Most e-filers get their refunds two weeks sooner than paper filers." It also mentions "Public employee 414(h) retirement contributions and New York City flexible benefits program (IRC 125)".
- Right Column:** Contains a "Payroll News" section with a "2019 W-2s are available on NYSP0" announcement, an "Update Tax Withholdings – 2020 Form W-4" notice, and an "Of Interest..." section with a "You may be able to file your taxes online for FREE!" announcement and a list of benefits: "E-filing is the fastest and easiest way to file your return.", "Online tax software is safe and secure.", and "Most e-filers get their refunds two weeks sooner than paper filers." It also mentions "Public employee 414(h) retirement contributions and New York City flexible benefits program (IRC 125)".