Update Tax Withholdings

One of the most exciting features of NYS Payroll Online is that you now have the ability to review and maintain your own tax withholding information. New employees must still complete the paper W-4 (federal) and IT-2104 (NYS) tax withholding forms when they first become employed by New York State but all future changes can be done in NYS Payroll Online. Current NYS employees can begin using NYS Payroll Online immediately to complete their New York State tax withholding changes.

1. Enter your username and password.
2. Click Sign In.

NOTE: If you have never logged into NYS Payroll Online before, please check out the NYS Payroll Online Enrollment and Access job aid or contact your agency coordinator.
3. Click **Update Tax Withholdings** in the left menu.
From this page you can modify your federal, State, and local tax withholding information.

![Online Services interface for modifying tax withholdings](image)
Update Federal Withholdings

Change any applicable information:

1. Enter a new number of total **Allowances**.
2. Enter an **Additional Amount** to be withheld.
3. Change your **Marital Status**.
4. Check this box if married but withholding at a single rate. You must also indicate **Single** as your **Marital Status**.
5. Check this box if your last name differs from that shown on your Social Security card. You must call 1-800-772-1213 for a new card.

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.

6. Check this check box to affirm that you meet both conditions and want to claim exempt status.
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 using NYS Payroll Online. 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.
Save All Changes

The system will only allow you to make changes to your tax withholding information **once per day**. 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 NYS Payroll Online until the next business day. However, your payroll administrator does not have to wait and can update it for you in the payroll system that day.

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 grayed out. This is because you can 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 today, please contact your payroll administrator.
Other Information on the Tax Withholdings Page

1. Link to the federal W-4 form and instructions.

2. Link to the NY State IT-2104 form and instructions.

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

For security purposes, you should always **Sign out** of NYS Payroll Online 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 NYS Payroll Online.

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**Office of the State Comptroller**

**Online Services**

**NYS Payroll Online**

- **View Paycheck**: View your past and present pay stubs.
- **View Direct Deposit Account(s)**: View your direct deposit account details.
- **Go Paperless**: Opt out of receiving printed pay stubs.
- **Update Tax Withholdings**: View and update your Federal, State, and Local tax withholding information.
- **View W-2**: View and print your past and present W-2s.
- **Update Email Addresses**: View and update your email addresses.
- **How Can We Improve This Site?**: Take a quick survey and share your thoughts.

**NYS Payroll Online Help**

- **NYS Payroll Online Availability**
  - Sunday - Friday from 6:00 a.m. to 10:00 p.m.
  - Saturday from 6:00 a.m. to 4:00 p.m.
- **Troubleshooting Guide**
- **Job Aids**
- **Agency Coordinators**
- **NYS Agency Payroll Officer Directory**
- **Browser Compatibility Information**

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**Welcome**

New York State Comptroller Thomas P. DiNapoli

New York State Payroll Online (NYSPO), launched in 2016, offers State employees the opportunity to "opt-out" of traditional paper pay stubs and view their payroll details online.

By going paperless, you are saving taxpayer money and helping protect the environment.

This self-service tool allows you more control when managing your payroll information. You can see and print your pay stubs, view and print prior year W-2s, change tax withholdings and update email addresses.

This online tool is safe. Your payroll information is hosted on a secure server by the Office of the State Comptroller and the Office of Information Technology Services—not stored on the Internet or in the cloud.

We’re pleased to offer this service and encourage you to provide feedback. Future releases will include additional features to meet your needs.

**Payroll News**

- **Upcoming Payments**:
  - CSEA October 2017 Longevity Lump Sum Payments - separated checks dated 10/18/2017 & 10/26/2017
  - For more information about these payments contact your Payroll Officer.

- **Have a coworker experiencing sign in issues?**
  - If a coworker doesn’t have the NYS In screen: or seeing a message to contact their Payroll