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 state Form IT-2104 (state and local withholdings).

**NOTE:** New employees must submit paper W-4 and IT-2104 forms through their agency’s HR office when initially employed by New York State. However, subsequent changes can be made on NYSPO, once granted access.

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

**NOTE:** If you have never logged into NYSPO before, please check out the NYSPO 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.
Update Federal Withholdings (Federal Form W-4)

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 box to affirm that you meet both conditions and want to claim exempt status.

![Federal Form W-4](image)
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.

7. Click the OK button to confirm acknowledgement of claiming a federal exemption.
Update New York State Tax Withholding

Change any applicable information:

8. 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.”

9. Enter total number of **State Allowances** you want to claim.

10. 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:

11. Indicate if you are a resident of **New York City**.

12. Indicate if you are a resident of **Yonkers**.

13. Enter total number of **Local Allowances** you want to claim.

14. 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 NYSPO 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.

15. 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.

16. 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 NYSPO 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 NYSPO.