Student Employment: How to Check or Update your W4 Tax Form

**Revision Date:** 04/09/2019

**Responsible Department:** Student Employment Office

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| **Step #** | **Action/Field Name** |
| **1** | Log into: my.unm.edu  |
| **2** | click on your Student Employment tabC:\Users\nstulberg\AppData\Local\Microsoft\Windows\INetCache\Content.Word\1.PNG |
| **3** | If you do not have this tab please click on the **+** sign and add the Student Employment tab (more in-depth instructions in you Authorization Letter that was sent to you via email) |
| **4** | Click on Enter LobowebC:\Users\nstulberg\AppData\Local\Microsoft\Windows\INetCache\Content.Word\2.PNG |
| **5** | Be sure you are in the Employee tabC:\Users\nstulberg\AppData\Local\Microsoft\Windows\INetCache\Content.Word\3.PNG |
| **6** | Click on Tax Forms  |
| **7** | You will be directed to the Duo 2 factor authentication page. Click on Continue |
| **8** | Login |
| **9** | Click “call me” it is faster than the “enter a passcode” selection and follow the voice instructions on the line.C:\Users\nstulberg\AppData\Local\Microsoft\Windows\INetCache\Content.Word\7.PNG |
| **10** | Click on Federal Tax Exemptions or Allowances (W4) |
| **11** | You do not to make any changes here. Please just verify if everything is correct and accurate. |
| **12** | If changes need to be made select update at the bottom of the screen and proceed to make the corrections and then click save. |
| **13** | Exit out of the screen and you are good to go.  |

Please call 505-277-3511 for any questions.