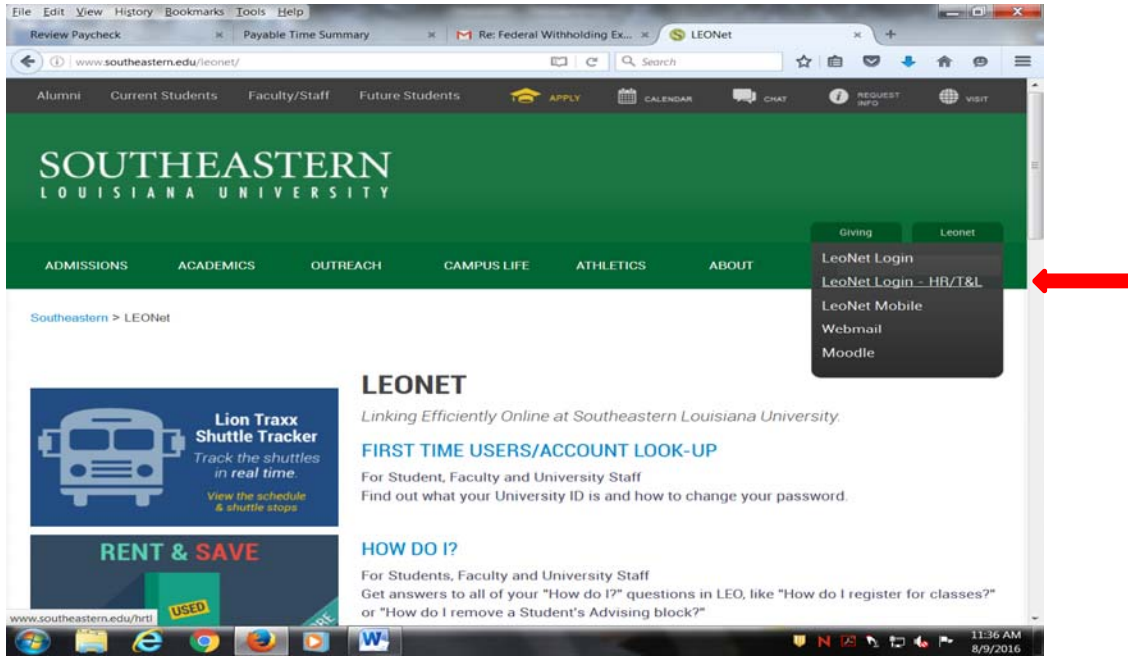
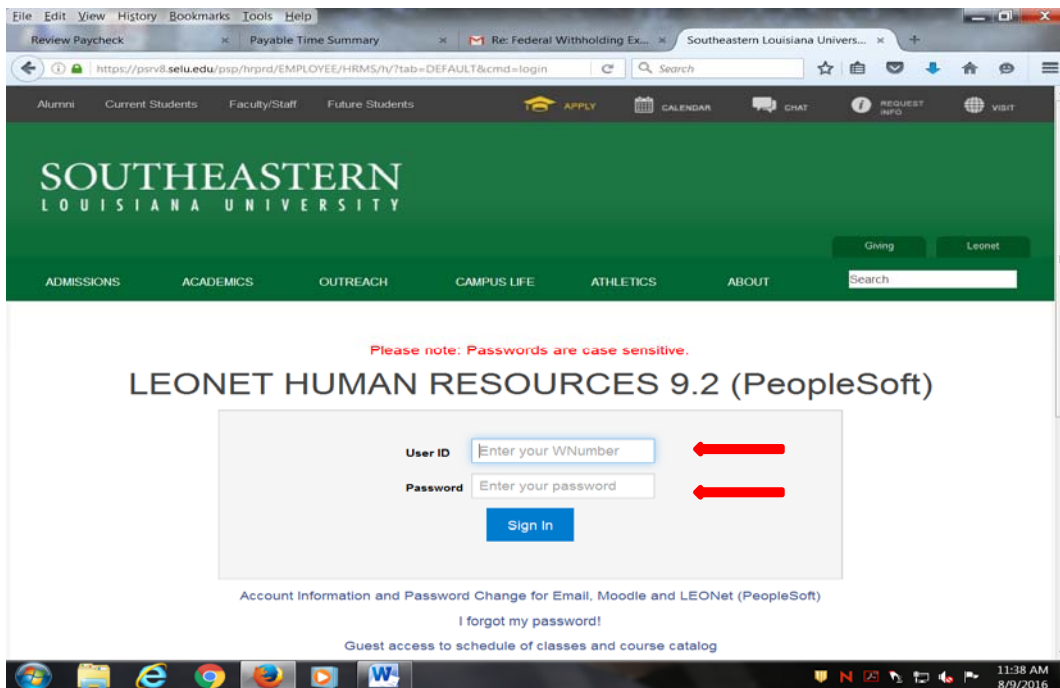


# Instructions to change Federal Withholding Status on your W-4

1) Log in to Leonet HR/T&L

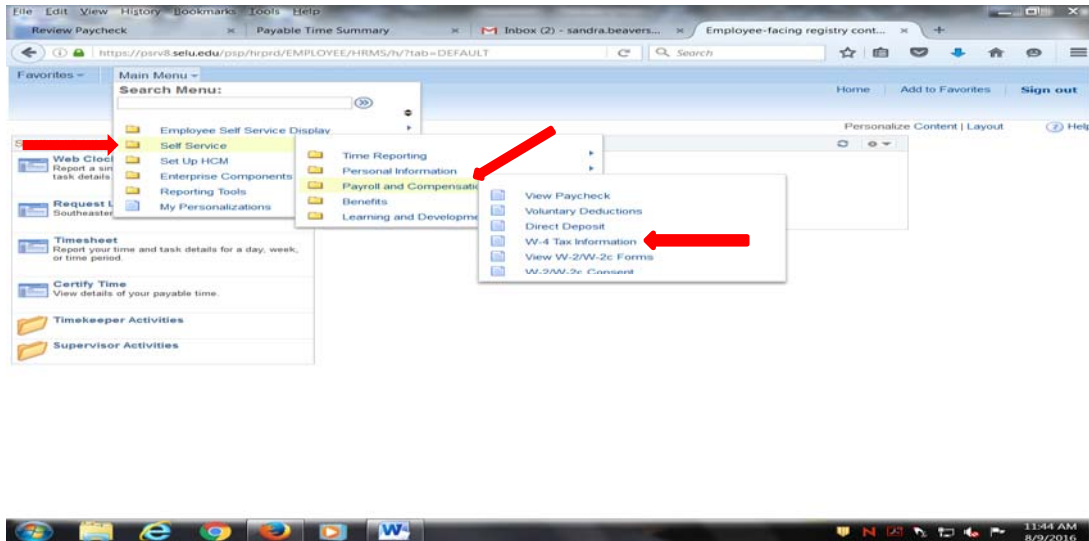


2) Enter your W# and email Password to complete the log in process:

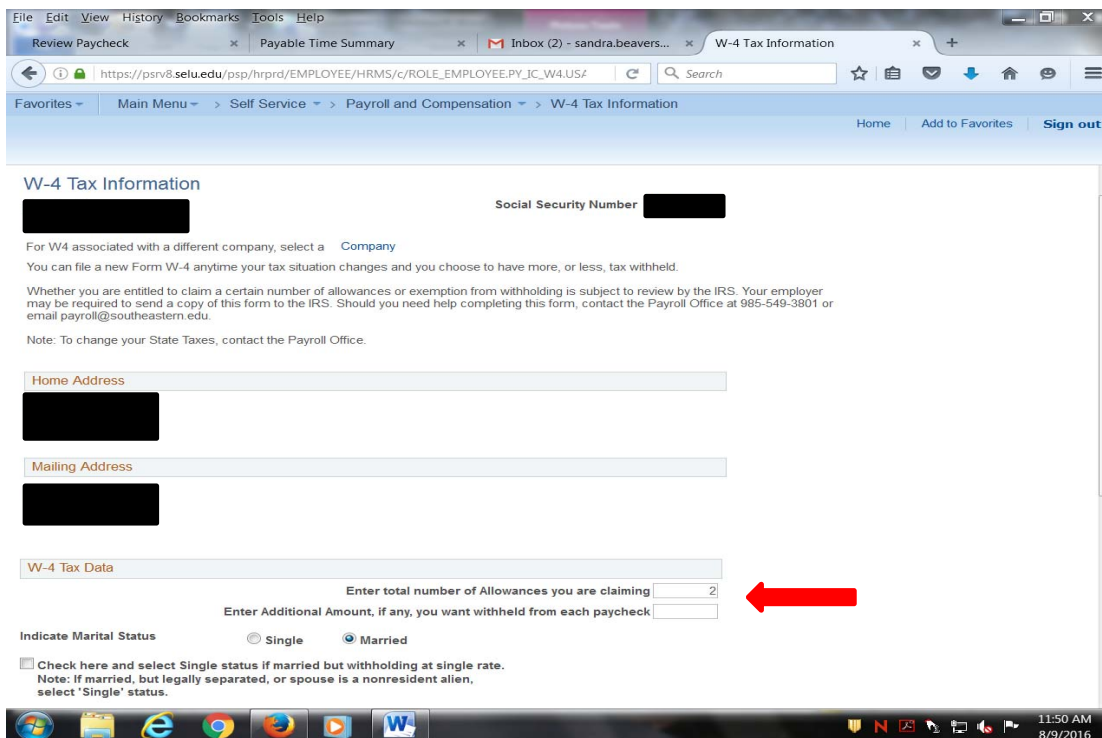


3) Navigate to the following:

Main Menu > Self Service > Payroll and Compensation > W-4 Tax Information



The following screen will appear:



This screen will allow you to review your Federal Tax withholding as well as update your W-4 Tax Information.

To change the number of Allowances you are claiming, click in the box for allowances and enter the number you wish it to reflect. To add an additional amount, click in the box marked "Enter Additional Amount...". If you wish to change your Marital status, you will need to click the button for either Single or Married.

If you wish to go exempt, click in the box saying “Check this box if you meet both conditions to claim exempt status” and then submit the changes.

Student Work Study Office at 569-549-8511.


**Claim Exemption**

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

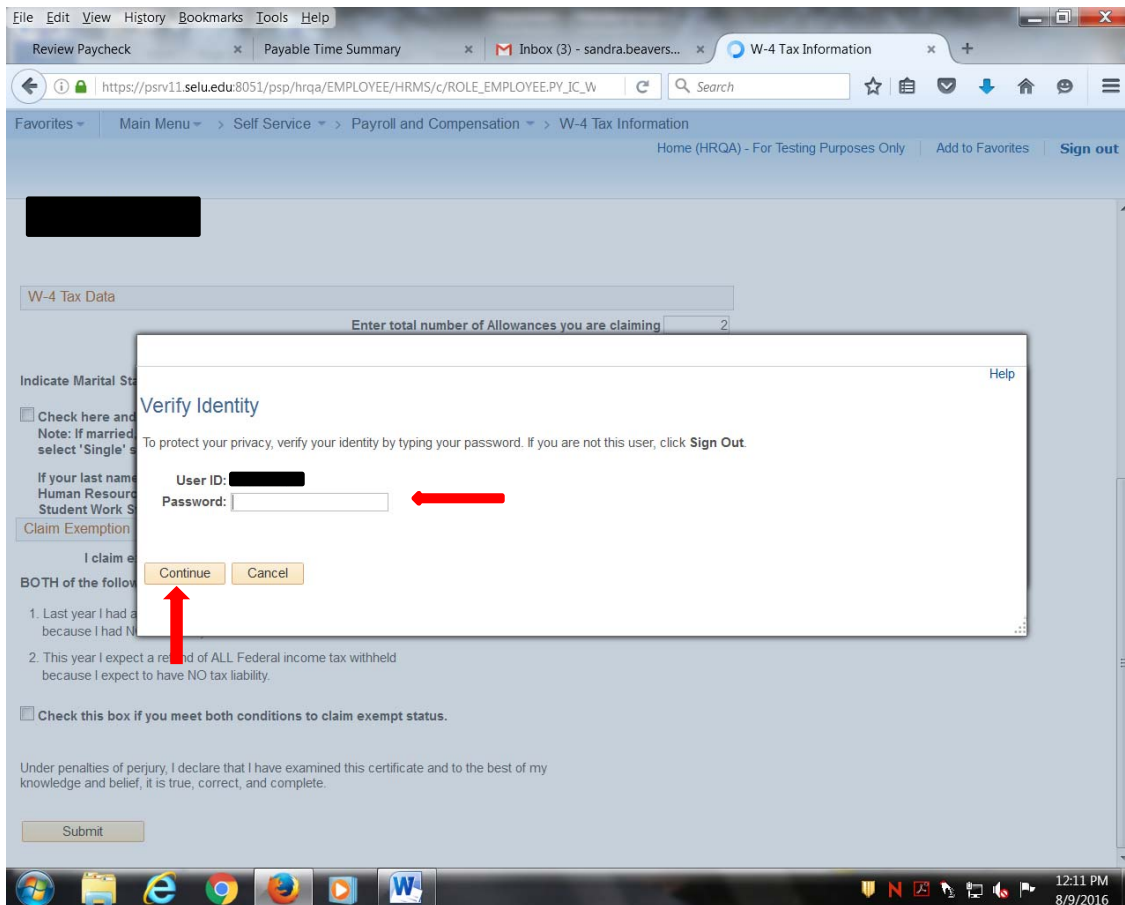
1. Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability.
2. This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

Check this box if you meet both conditions to claim exempt status.

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.



After you click submit, you will be asked to confirm your identity.



Once you have entered your password confirming your identity, you will then click Continue. This will save any changes that you may have made.

**\*\*\*To update your Louisiana State Withholding, you must fill out a new L-4 and submit the original form to the Payroll Office to be updated in PeopleSoft-LEONET HR/T&L database.\*\*\***