## UPDATING W-4 FORM (FEDERAL TAX WITHHOLDING STATUS) IN MYPACE PORTAL

## 1. Log into MyPace Portal

Forgot Password? New User? IT Appropriate Use GENERAL INFORMATION: 866-722-3338	
ADMISSION: 800-874-PACE ITS HELP DESK: 914-773-3333	PACE UNIVERSITY

2. Select the appropriate device for Duo Multifactor Authentication (MFA), enter the 6-digit passcode from the Duo Mobile app, and click Log in

DACE	Device:		
PACE		Android (XXX-300C-0625) Intication method	<b>v</b>
Information Technology Services	ex 867539		Log In
What is this? Cf Need help?	📋 Remember me	e days	
Powered by Dus Security			

Pace University has implemented multifactor authentication (MFA) for the MyPace Portal to enhance the security of your account and the safety of your personal information. The new login procedure requires you to enter a 6-digit passcode which you retrieve from the Duo Mobile app installed on a secondary device (e.g. smartphone or tablet) in your possession. This will prevent anyone, but you, from accessing your account even if they know your password. Any Apple, Android, or Windows mobile device will work with the Duo Mobile app, which you need to download from your device's app store during the setup process. For an overview of the setup process, please read our Duo MFA: Initial Setup for Protected Pace System article. If you do not own a smartphone or tablet, or if you have any questions, please contact the ITS Help Desk at (914) 773-3333 or pacehelpdesk@pace.edu for further assistance. If you're not enrolled in Duo MFA, when you try to log in to the MyPace Portal to retrieve your tax information, you'll be directed to start the Duo enrollment process by clicking the setup button below the login box. This will set up your account with this added layer of security.

3. Click on the **Staff** tab on the left – this should be done for all employees including Faculty, Staff and Students.

PACE			te Sign Out	
	Staff			
₩ Home				
🛱 Students	Payroll and HR Information			
😸 Staff	Employee Dashboard	Training:	Resources:	
盦 Faculty	Pay Advice, Benefits, Self-Service Update for Direct Deposit, Tax Forms, Update your W4 form on-line (including Addt) Fed	A-Z Training Resource Directory     Employee Dashboard Navigation (Pl		
🖉 Library	taxes), Employment Summary and W2 statements. Update addresses, contact information or mantal status;	<ul> <li>Updating Emergency Contact and Ar</li> <li>Updating Emergency Contact and Ar</li> <li>Direct Deposit (PDF)</li> </ul>		
🔩 Law School	review name or social security number change information.	Direct Deposit (Video)     Accessing Tax Forms (PDF)	Payroll Website     Performance Management and Development Process	
laa Reportal		<ul> <li>Accessing Tax Forms (Video)</li> </ul>	Update Your White Pages Profile     YES (Your Excellence Shows) Nomination Form	
🖵 Banner				
🛢 Data Warehouse	Staff Resources & Technology	N	lanager Resources & Technology	
🞓 Degree Works	Adjunct Faculty Reappointment Letters - Summer I 2020     Adjunct Faculty Reappointment Letters - Spring 2020		Chrome River - Travel Expense Reimbursements     Data Warehouse	
Ø Help	Administrative Organizational Charts     Administrative Staff Council (PLV)		E-Procurement     Faculty Annual Assignment – Administrative Access	
	Assessment		Graduate Assistant Contract Application	
	Business Cards     Careers@Pace		Journal Voucher Automation     Kronos Timesheets	

## 4. Select the blue button Employee Dashboard.



5. Select the Taxes drop down menu.

Pay Information				^
Latest Pay Stub: 06/15/2020	All Pay Stubs	Direct Deposit Information	Deductions History	
Earnings				~
Benefits				*
Taxes				*
Job Summary				*
Employee Summary				~

## 6. Select W-4 Employee's Withholding Allowance Certificate

Taxes		^
Federal Income Tax for U.S. Citizens Filing Status: Single Status: Active Number of Allowances: 2 Additional Withholdings: New York State Tax Filing Status: Single Status: Active # Exempt: 0 Additional Withholding:	W-4 Employee's Withholding Allowance Certificate Electronic Regulatory Consent 1095-C Employer Provided Health Insurance Offer and Coverage Statement	<u>W-2 Wage and Tax Statement</u> <u>W-2c Corrected Wage and Tax</u> <u>Statement</u>

7. Select **Update** at the bottom of the page to make any changes.

Personal Information	Student Financial Aid Employee			
W4 Tax Exemptions or Allowances				
Federal Income Tax f	for U.S. Citizens			
As of Date: Name:	Jun 12, 2020			
Address:				
Last Name differs fro	Last Name differs from SSN card: No			
Deduction Status:	Active			
Start Date:	Jun 01, 2016			
End Date:				
Filing Status:	Single			
Number of Allowance	es: 2			
Additional Withholdi	ngs: .00			
Note: Additional amount, if any, you want withheld from each paycheck.				
Print				
	History Update Contributions or Deductions			

8. NOTE:

This below form will populate; please complete it its entirety and certify changes. Please note, the effective date will automatically default to the next possible date available to make changes. This date differs depending on payroll processing.

To see additional options for the "Deduction Status" and "Filing Status," please select the downward arrow.

Complete the required fields and select Submit Changes.

If you submitted a 2019 or earlier W-4 form and your allowances totaled greater than 9, the filing was reported to the IRS. On the 2020 W-4 form allowances were removed.

The IRS released a new W-4 form f to review that information you can			lditional withholding amount (if any) will default in to the new form fields, but number of allowances/exemptions are no longer used. If you would like
<ul> <li>indicates a required field.</li> </ul>			
· marcates a required metal			
Federal Income Tax for U.S. Citize	-		
Deduction Effective as of:			Jun 16, 2020
If your last name differs from that sh Note: See Form W-4 instructions.	own on your Social	Security Car	d, check here. 🗌
Note: See Form W*4 instructions.			
Effective Date of Change MM/DD/YY)	(Y:*		06/16/2020
Note: Effective Date must be after Jun 15	, 2020 the date you w	vere last paid.	
Deduction Status:			Active
I claim exemption from withholding	for the tax year sp	ecified, and I	certify that I meet both of the following conditions for exemption.
* Last year I had no tax liability and	1		
* This year I expect to have no tax I			
If you meet both conditions, select "Exempt" in Deduction Status field.			
Filing Status:	Single	¥	<u></u>
NRA Indicator:		•	
Step 2C Indicator:	0		
Dependents under 17 999999.99 :			Multiply the number of qualifying children under age 17 by \$2,000.
Other Dependents 999999.99 :			Multiply the number of other dependents by \$500.
Dependent Amount 999999.99 :			Step 3: Add the amounts above and enter the total here.
Other Income 999999.99 :			Step 4a) See Form W-4 instructions.
Deductions 999999.99 :			Step 4b) See Form W-4 instructions,
Additional Withholdings 999999.99			Step 4c) Extra Withholding. Enter any additional tax you want withhold each pay period.
Certify Changes			
Restore Original Values			

W-4 Employee's Withholding Allowance Certificate