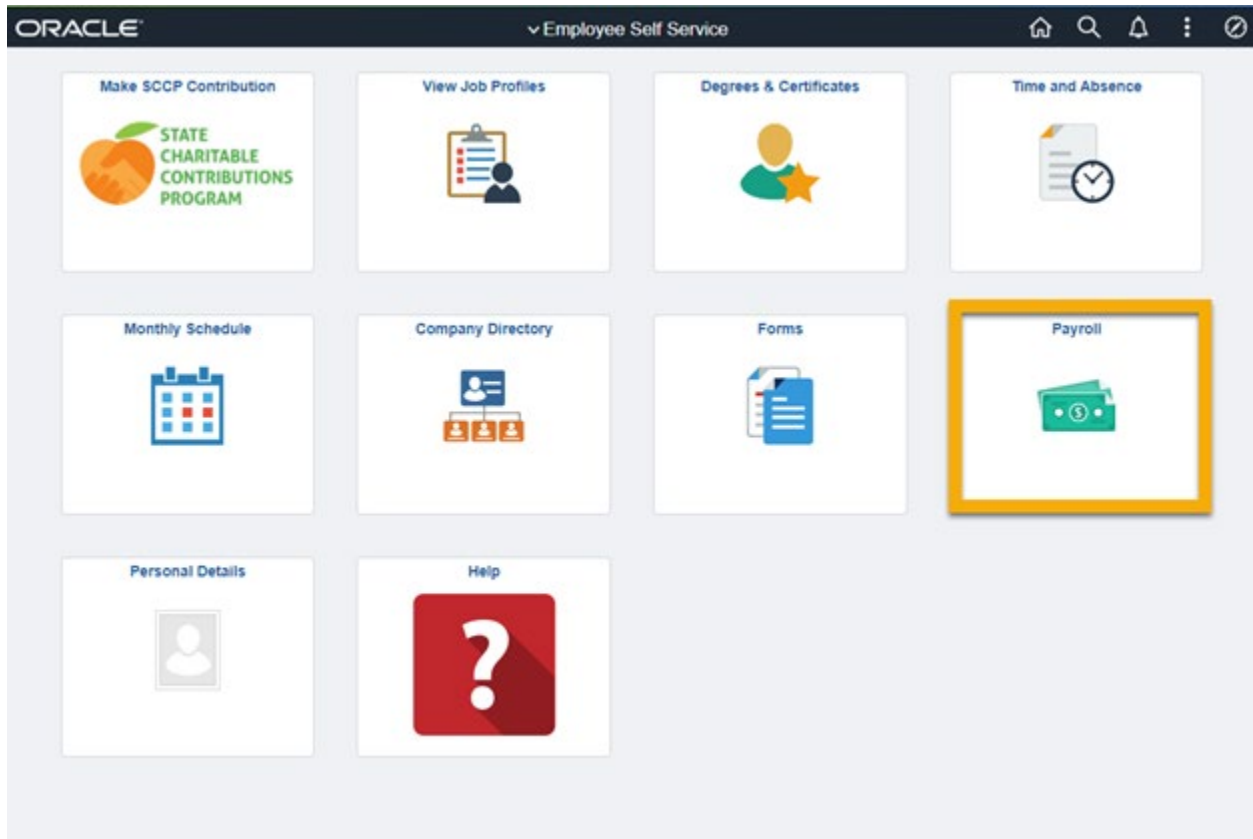


How Do I Update My G-4 Information?

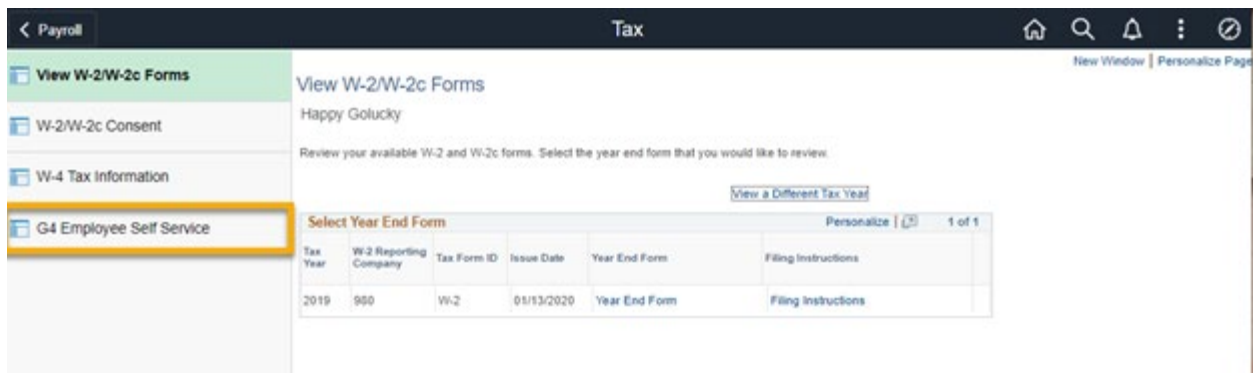
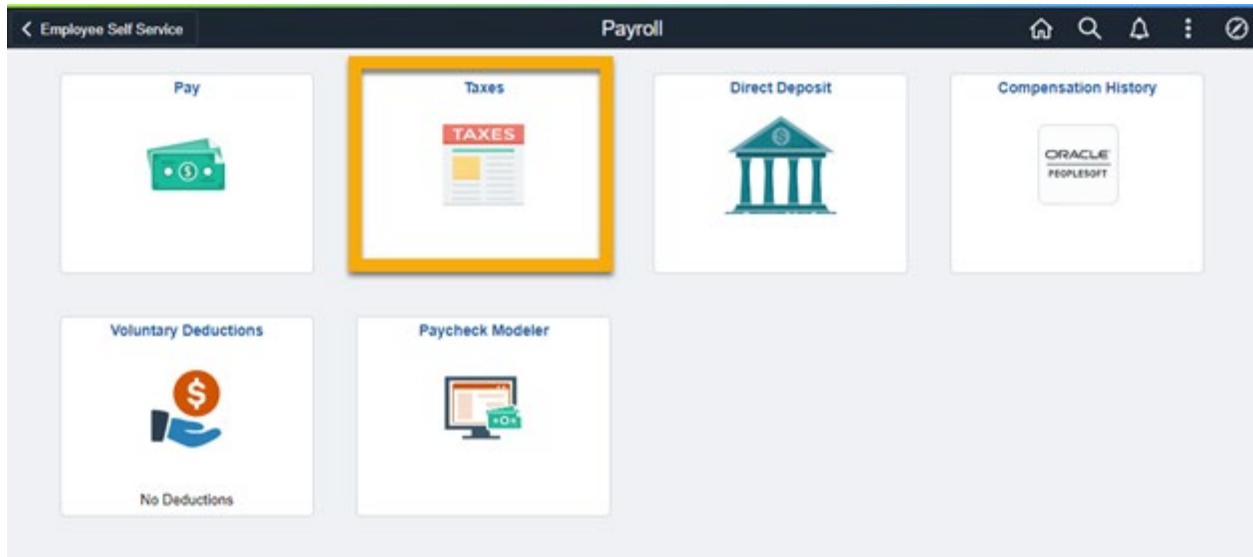
Log into **OneUSG Connect**.

Navigation:

Employee Self Service > Payroll > Taxes > W-4 Tax Information



2. Select the **Taxes** tile.



Select "GA" as the state for I am working in the State of.

Note: If you are a Georgia resident working in another state, use the Look Up icon.

Payroll Tax

View W-2/W-2c Forms
W-2/W-2c Consent
W-4 Tax Information
G4 Employee Self Service

G-4 Tax Information

Happy Golucky Social Security #: 100-00-29999
Board of Regents (USG)

For W4 associated with a different company, select a
Home Address: 6137 Golf View Court
Jefferson GA 30549

You must complete Form G-4 so the Payroll Department can calculate the correct amount of tax to withhold from your pay. State Income Tax is withheld from your wages based on marital status and the number of allowances claimed on this form. You may also specify that an additional dollar amount be withheld.

I am working in the State of

G-4 Tax Data

Marital Status

Single
 Married filing separate OR filing joint both spouses working
 Married filing joint, one spouse working
 Head of Household

Withholding Allowances

Additional Allowances

Total Allowances 1

Additional Amount \$

Special Tax Status:

Submit 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.

G-4 Tax Data

Marital Status

- Single
 Married filing separate OR filing joint both spouses working
 Married filing joint, one spouse working
 Head of Household

5. Update the **Number of Withholding Allowances**, as needed.

G-4 Tax Data

Marital Status

- Single
- Married filing separate OR filing joint both spouses working
- Married filing joint, one spouse working
- Head of Household

Withholding Allowances

Additional Allowances

Total Allowances 1

Additional Amount \$

Special Tax Status:

G-4 Tax Data

Marital Status

- Single
- Married filing separate OR filing joint both spouses working
- Married filing joint, one spouse working
- Head of Household

Withholding Allowances

Additional Allowances

Total Allowances 1

Additional Amount \$

Special Tax Status:

7. Enter any Additional Amount to Withhold, as needed.

G-4 Tax Data

Marital Status

- Single
 Married filing separate OR filing joint both spouses working
 Married filing joint, one spouse working
 Head of Household

Withholding Allowances

Additional Allowances

Total Allowances 1

Additional Amount \$

Special Tax Status:

G-4 Tax Data

Marital Status

- Single
 Married filing separate OR filing joint both spouses working
 Married filing joint, one spouse working
 Head of Household

Withholding Allowances

Additional Allowances

Total Allowances 1

Additional Amount \$

Special Tax Status:

9. Click **Submit** when finished updating your G-4 information.