

Pay Advice, Direct Deposit, & W4 Tax Information

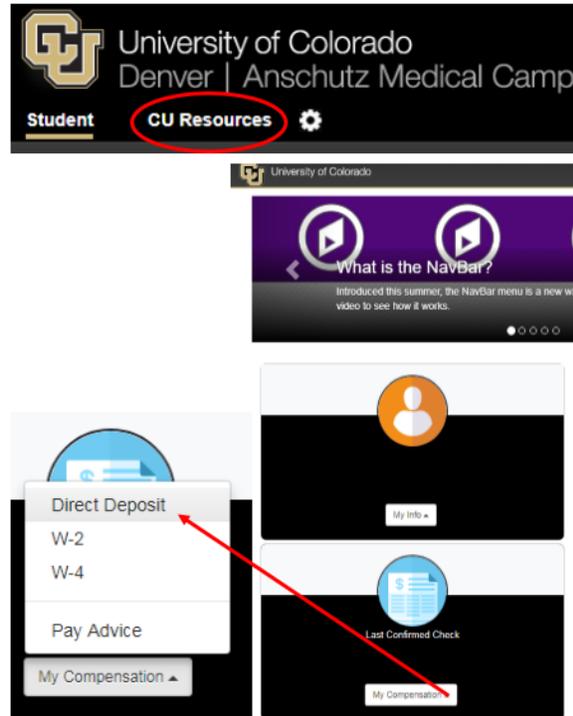
How do I find my Pay Advice and set up my Direct Deposit?

STEP ONE: Click on your “CU Resources” tab for your personalized information.

Under the “Last Confirmed Check” dropdown menu (which will automatically read “My Compensation”), choose “Direct Deposit”.

You will also be able to find information on your W-2, W-4, and Pay Advice here.

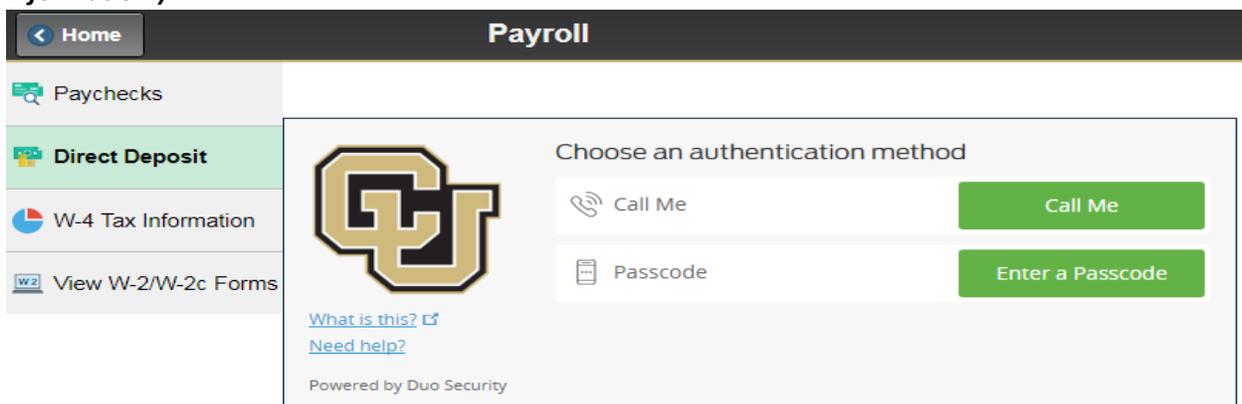
(As a new employee, you MUST set up your direct deposit information in this tab to avoid delays in paperwork processing. Delays may cause you to receive a live paper check for your first paycheck.)



STEP TWO: On the next screen, you will need to either select “Call Me” or “Enter a Passcode”.

Call Me- You will receive a phone call and are prompted (by the screen) to press any key on your phone. When you press a key on your phone, you will be logged in so that you can continue.

Enter a Passcode- You will receive a pass-code via text message on your cell phone, which you will then need to enter on the screen to gain access. ***(This code will change every time you wish to view your pay information.)***



STEP THREE: Click “Add an Account” to enter your banking and dispersal information. You are able to add more than one account, if you prefer. Check to ensure your information was properly saved.

Payroll

Direct Deposit
Change Direct Deposit

Your Bank Information

Routing Number

[View Check Example](#)

Distribution Instructions

Account Number

Retype Account Number

*Account Type

*Deposit Type

Amount or Percent

*Deposit Order (Example: 1 = First Account Processed)

* Required Field

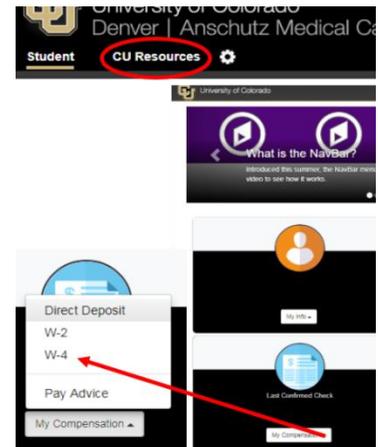
[Return to Direct Deposit](#)

How do I set up and view my W-4 tax information?

STEP ONE: Click on your “CU Resources” tab for your personalized information. Under the “Last Confirmed Check” dropdown menu (which will automatically read “My Compensation”), choose “W-4”.

STEP TWO: Follow STEP TWO from the Direct Deposit steps above. If you are still logged in, and it hasn’t timed out, you may be able to go into your W-4 without completing this step again.

STEP THREE: Fill out and submit the form shown below:



EMPLOYEE NAME **Social Security Number** XXX- XX- XXXX

University of Colorado

You must complete Form W-4 so the Payroll Department can calculate the correct amount of tax to withhold from your pay. Federal 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. You can file a new Form W-4 anytime your tax situation changes and you choose to have more, or less, tax withheld.

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

International employees are subject to special rules and should meet with an international tax specialist to complete Form W-4. Schedule an appointment with an international tax specialist via our:

[Online appointment scheduling system](#)

Home Address

111 Main Street, Denver CO 80204

W-4 Tax Data

Enter total number of Allowances you are claiming _____

Enter Additional Amount, if any, you want withheld from each paycheck _____

Indicate Tax Status:

Single _____

Married _____

____ Check here and select Single status if married but withholding at single rate.

Note: If married, but legally separated, or spouse is a nonresident alien, select 'Single' status.

____ Check here 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

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

- Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability.
- 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.