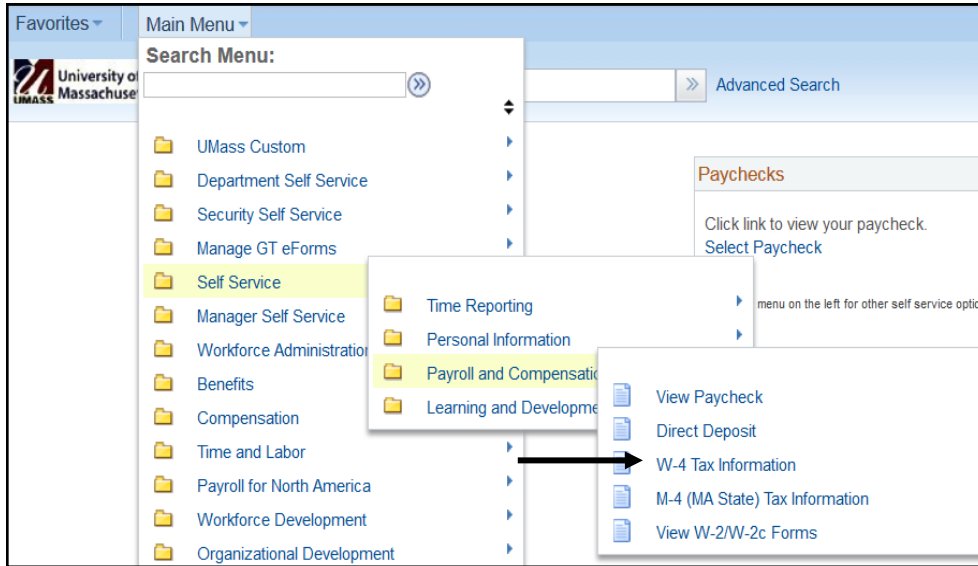


1. Click Menu (top left hand corner), Click Self Service, Click Payroll and Compensation, Click View W02/W02c Forms



Employees that both live and work in the state of Rhode Island must contact their campus HR/Payroll department to change their W-4 tax information.

[Click here to access W4 form instructions and worksheet](#)

Home Address

W-4 Tax Data

Enter total number of Allowances you are claiming

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

Indicate Marital 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 Contact the IRS.

Claim Exemption

Current 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.

By clicking the Submit button, I acknowledge under penalties of perjury, that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete

2.	Change any necessary information.
3.	To get additional information click on following link above home address Click here to access W4 form instructions and worksheet
4.	Click Submit