

Update Tax Withholdings

NYS Payroll Online (NYSPO) provides you with the ability to review and maintain your own tax withholding information. You can submit your federal [Form W-4](#) (federal withholdings) and [NYS Form IT-2104](#) (state and local withholdings).

NOTE: New employees must submit paper forms through their agency's Office of Human Resources or Payroll Office when initially employed by New York State. However, subsequent changes can be made in NYSPO, once granted access.

- A. Enter your username and password.
- B. Select **Sign In**.

The screenshot shows the NYS Payroll Online login interface. At the top, there is a navigation menu with links for 'Services', 'News', 'Government', and 'Local'. Below this is a dark blue bar with links for 'NY.gov ID', 'Online Services', 'FAQs', 'About NY.gov ID', 'Help Desk Information', 'Privacy Policy', and 'Terms of Service'. The main content area is titled 'Please login after reading the Acceptable Use Policy below'. It features a white login box with the 'NY.gov ID' logo. Inside the box, there are two input fields: 'Username:' and 'Password:'. Below these fields is a grey 'Sign In' button. Two red arrows point to the 'Sign In' button, with the letter 'A' next to the top arrow and 'B' next to the bottom arrow. Below the login box is a link for 'Agency Assistance & Contact Information'. The footer contains copyright information: 'Copyright © 2020 - New York State Office of Information Technology Services (ITS) Build: 06/05/2019 1:01 PM Web: 166P App: 1699A_1' and a 'Contact Us' link.

NOTE: If you have never logged into NYSPO before, please see the NYSPO [Enrollment and Access](#) job aid or contact your Office of Human Resources.

C. Select **Update Tax Withholdings** from the left menu.

Office of the NEW YORK
STATE COMPTROLLER | **NYSPO**
NYS Comptroller Thomas P. DiNapoli | New York State Payroll Online

NYS Payroll Online

- [View Paycheck](#)
View your past and present pay stubs.
- [Update Direct Deposit](#)
View and update your direct deposit details.
- [Go Paperless](#)
Opt In/Out of receiving printed pay stubs and /or W-2s.
- [Update Tax Withholdings](#) ← **C**
View and update your Federal, State, and Local tax withholding information.
- [View W-2](#)
View and print your past and present W-2s.
- [Update Email Addresses](#)
View and update your email addresses
- [Update Personal Information](#)
View and update home, mailing, and check addresses.

Update Federal Withholdings (Federal Form W-4)

Change any applicable information:

1. Change your **Filing Status**.
 - Select the radio button for either “Single or Married filing separately,” “Married filing jointly (or Qualifying widow(er)),” or “Head of Household.”
2. **Multiple Jobs or Spouse Works** checkbox.
3. Enter amounts to **Claim Dependents**.
 - a. Qualifying children under age 17
 - b. Other Dependents
 - c. Other Tax Credits
 - d. Total – the ‘Total’ is updated to reflect your changes as you enter amounts in the fields. After modifying and saving changes, only the ‘Total’ value will be displayed under ‘Claim Dependents.’

4. Enter **Other Adjustments**

- a. Other Income
- b. Deductions
- c. Extra Withholding - This is additional tax you want withheld each pay period
Example: If there is \$100.00 in the 'Extra Withholding' field, then \$100.00 will be withheld from **every paycheck**.

NOTE: To save a Federal Form W-4 with a single filing status and no adjustments, select the 'Single' radio button under Filing Status, enter '0' (zero) in Step 3: Claim Dependents, and click 'Save'.

Claim Exemption from Federal Withholdings


To claim exemption, you must meet the following conditions:

- Last year you had a right to a refund of **ALL** federal income tax withheld because you had **NO** tax liability, and
 - This year you expect a refund of **ALL** federal income tax withheld because you expect to have **NO** tax liability.
5. Check this check box to affirm that you meet both conditions and want to claim exempt status.

Federal Form W-4

Federal W-4 Form and Instructions

Filing Status

- Single or Married filing separately 
- Married filing jointly or Qualifying Surviving Spouse
- Head of Household (Check only if you are unmarried and pay more than half the cost of keeping up a home for yourself and a qualifying individual).

Complete Steps 2 through 4 ONLY if they apply to you. To see if you are exempt from withholding or you have concerns about your privacy, see instructions for Form W-4 on the IRS website.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all these jobs.

[View Instructions](#)





- Multiple Jobs or Spouse Works 

Complete Steps 3 through 4(b) on Form W-4 for only one of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3 through 4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents

[View Instructions](#)

If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by \$2,200	<input type="text"/>		3a
Multiply the number of other dependents by \$500	<input type="text"/>		3b
Other tax credits	<input type="text"/>		3c
Total			3d

Step 4: Other Adjustments

[View Instructions](#)


(a) Other Income	<input type="text"/>		4a
(b) Deductions	<input type="text"/>		4b
(c) Extra Withholding	<input type="text"/>		4c

Claim Exemption from Withholding

I claim exemption from withholding for the year 2026 and I certify that I meet BOTH of the following conditions for exemption from withholding:

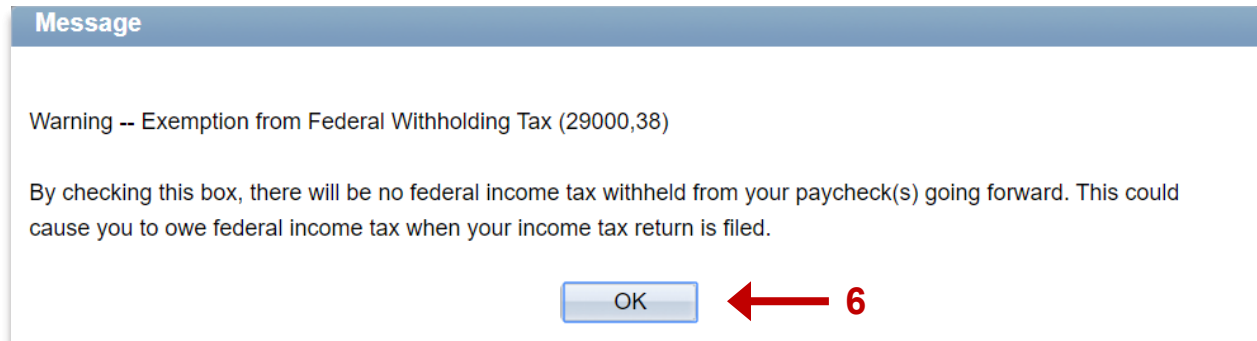
Exemption Conditions

- Last year I owed no federal income tax.
- This year I expect to owe no federal income tax.

- Check this box if you meet both conditions to claim exemption from tax withholding 

NOTE: Claiming an exemption from Federal withholdings will result in zero taxes being withheld from your paycheck(s). This may cause you to owe federal income tax when your income tax return is filed. If you do not wish to claim the exemption, uncheck the check box from step 6 before saving this page.

6. Select the OK button to confirm acknowledgement of claiming a federal exemption.



Update New York State Tax Withholding

Change any applicable information:

7. Change your **Marital Status**.

NOTE: Select the radio button for either “Single or Head of Household / Married, but withhold at higher single rate” OR “Married.”

8. Enter total number of **State Allowances** you want to claim.
9. Enter an **Additional State Amount** to be withheld.

NOTE: You cannot claim exemption from NYS tax withholding through NYSPO. To claim this exemption, you must file [Form IT-2104-E](#).

Update Local Tax Withholding

Change any applicable information:

10. Indicate if you are a resident of **New York City**.
11. Indicate if you are a resident of **Yonkers**.
12. Enter total number of **Local Allowances** you want to claim.
13. Enter an **Additional Local Amount** to be withheld.

NYS Form IT-2104

NY State IT-2104 Form and Instructions: [IT-2104](#)

Employee's Withholding Allowance Certificate

This certificate, Form IT-2104, is completed by an employee and submitted online to instruct the employer how much New York State (and New York City and Yonkers) tax to withhold from the employee's pay. The more allowances claimed the lower the amount of tax withheld.

You cannot use Form IT-2104 to claim exemption from withholding. To claim exemption from income tax withholding, you must file Form IT-2104-E. Please contact your payroll administrator for additional information.

New York State Tax Withholding

Indicate Marital Status: Single or Head of Household / Married
Married, but withhold at higher single rate

Enter total number of state allowances you are claiming:

Additional state amount, if any, you want withheld from each paycheck:

Local Tax Withholding

Are you a resident of New York City? Yes No

Are you a resident of Yonkers? Yes No

Enter total number of local allowances you are claiming:

Additional local amount, if any, you want withheld from each paycheck:

Penalty -- A penalty of \$500 may be imposed for any false statement you make that decreases the amount of money you have withheld from your wages. You may also be subject to criminal penalties.

Save

[Return to NYS Payroll Online](#)

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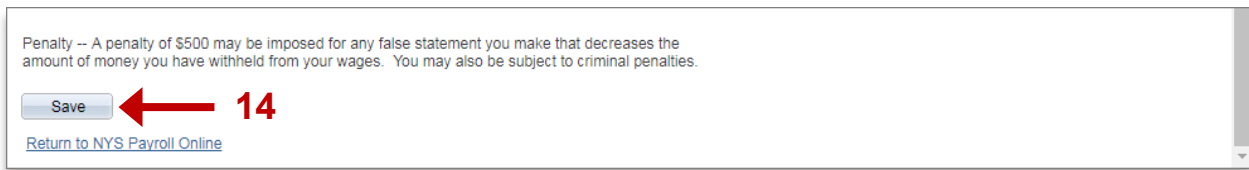
13

Save All Changes

Changes to your tax withholding information can only be made **once per day** through NYSPO. Be sure to double-check any changes before saving them in the system. If you enter inaccurate information, you will not be able to correct it using NYSPO until the next business day. If you need to make a change on the same day, please contact your Payroll Administrator.

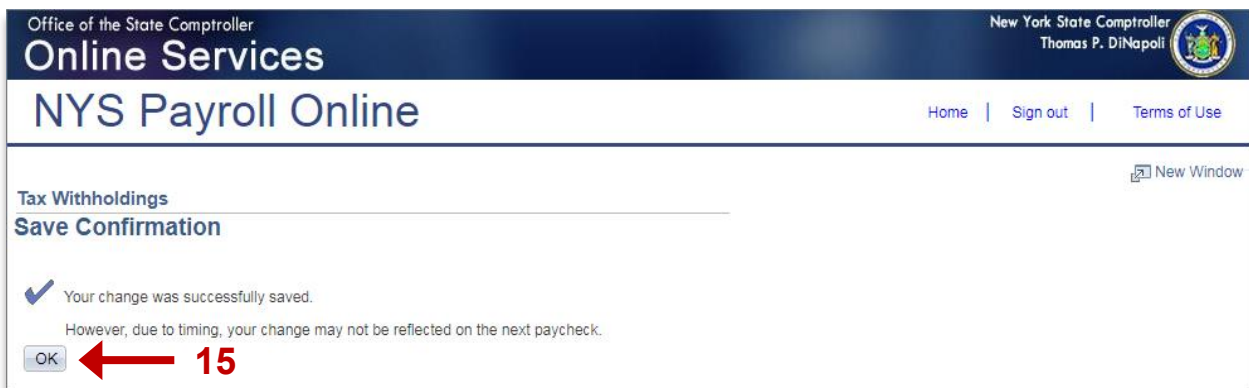
14. Select **Save** at the bottom of the page to save all changes to your tax information.

NOTE: Penalty notification for false statements can be found above the **Save** button.



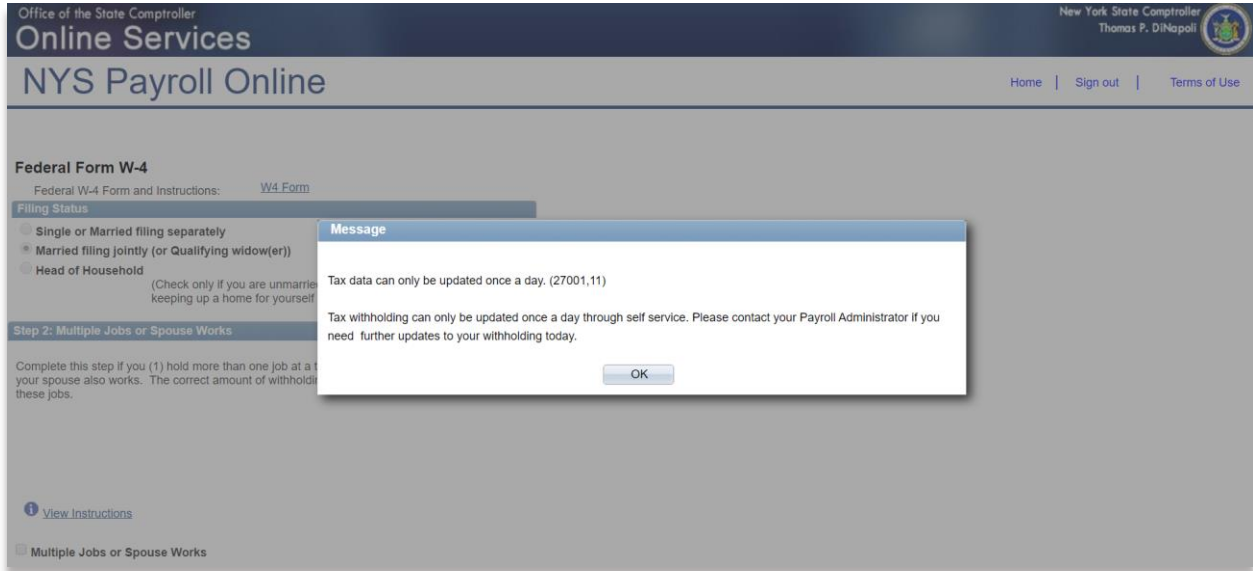
15. Select **OK** to return to the **Tax Withholdings** page.

NOTE: Due to timing, your changes may not be reflected in your next paycheck.



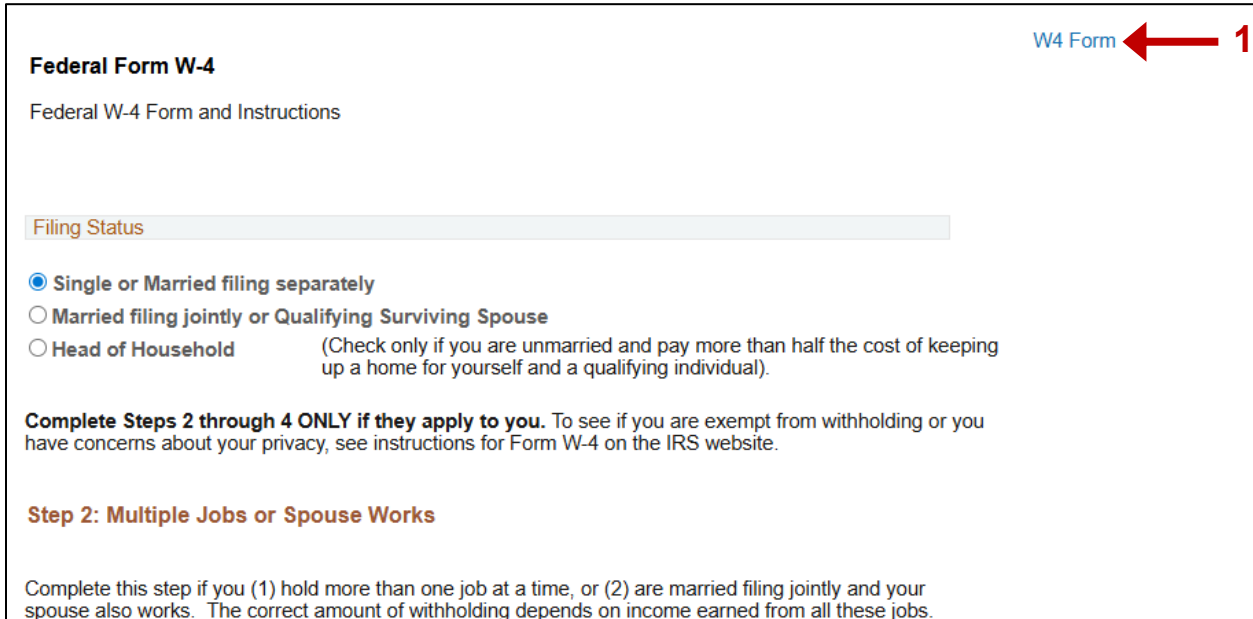
NOTE: After returning to the **Tax Withholdings** page, you will notice that the **Save** button has been greyed out. This is because you can only make only make changes to your tax withholding information **once per day**.

If you return to the **Tax Withholdings** page AFTER tax withholdings are modified and saved, you will immediately receive a message informing you that it can only be updated **once per day**. If you need further updates to your tax withholdings on the same day, please contact your Payroll Administrator.



Other Information on the Tax Withholdings Page

1. Link to the federal [W-4 form and instructions](#).



Federal Form W-4 W4 Form ← 1

Federal W-4 Form and Instructions

Filing Status

Single or Married filing separately

Married filing jointly or Qualifying Surviving Spouse

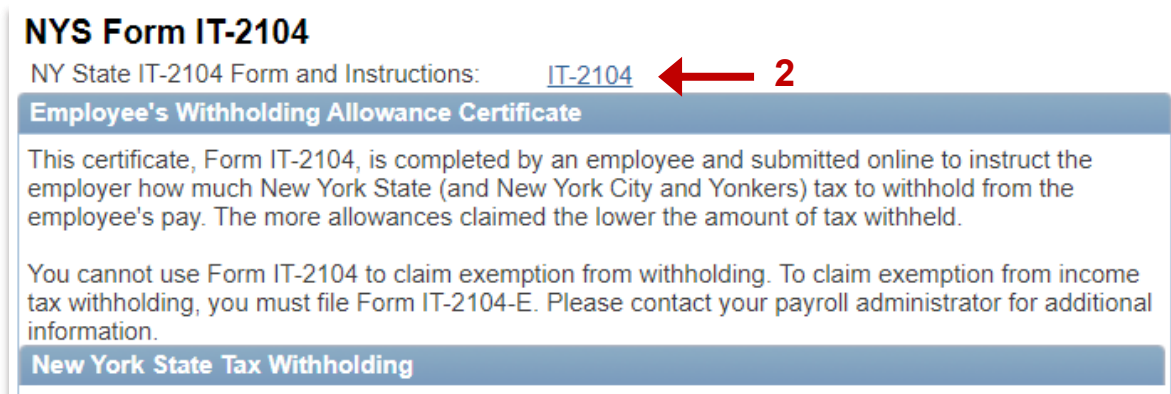
Head of Household (Check only if you are unmarried and pay more than half the cost of keeping up a home for yourself and a qualifying individual).

Complete Steps 2 through 4 ONLY if they apply to you. To see if you are exempt from withholding or you have concerns about your privacy, see instructions for Form W-4 on the IRS website.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all these jobs.

2. Link to the [NY State IT-2104 form and instructions](#).



NYS Form IT-2104

NY State IT-2104 Form and Instructions: [IT-2104](#) ← 2

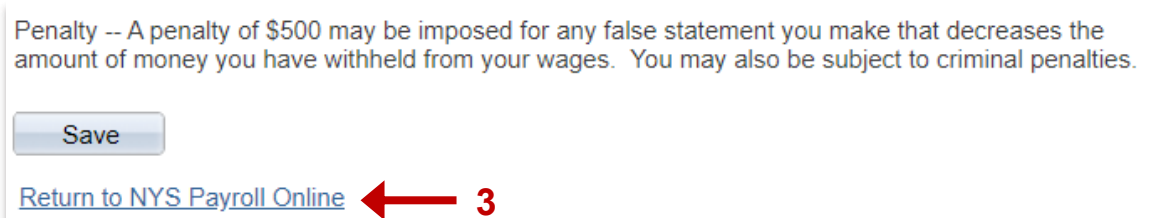
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This certificate, Form IT-2104, is completed by an employee and submitted online to instruct the employer how much New York State (and New York City and Yonkers) tax to withhold from the employee's pay. The more allowances claimed the lower the amount of tax withheld.

You cannot use Form IT-2104 to claim exemption from withholding. To claim exemption from income tax withholding, you must file Form IT-2104-E. Please contact your payroll administrator for additional information.

New York State Tax Withholding

3. Click **Return to NYS Payroll Online** to return to the **NYS Payroll Online Home** page.



Penalty -- A penalty of \$500 may be imposed for any false statement you make that decreases the amount of money you have withheld from your wages. You may also be subject to criminal penalties.

[Return to NYS Payroll Online](#) ← 3

Sign Out

For security purposes, you should always sign out of NYSPO by selecting the 'Sign Out' link in the top right of your screen when you are finished viewing or updating your payroll information. Close all open browser windows when finished. Your pay stub or W-2 will remain open until you close the browser window, even if you log out or are timed out of NYSPO.