Viewing Your Pay and Tax Forms

Enter the Penguin Portal

1. Click the Penguin Portal Link


3. Enter your login credentials.

4. Click Banner Self Service under e-Services for Faculty and Staff.
Access Your Tax Forms

1. Click the Employee Tab.
2. Click the Tax Forms or Pay Information menu option.

3. To view or update your federal tax withholding click W-4 Tax Exemptions and Allowances.

4. Click update to make changes.
5. The effective date will default to the next available pay period or you may choose a future pay period.
6. Select the drop down to change filing status and/or type the number of allowances.
7. If you DO NOT want an additional amount withheld; leave the ‘ADDITIONAL WITHHOLDING’ box blank.
8. After you have completed the updates; click **certify changes**.

9. To acknowledge the disclaimer, click ok. You should receive a confirmation.

10. To view the changes, click the History link or print a copy for your records.
Frequently Asked Questions

- **Q: What is a Form W-4?**

  A: Form W-4 is an IRS form that employees give to their employers that provides information used to determine the amount of federal income tax to withhold from each employee’s paycheck. Employees should check their withholding any time their personal or financial information changes. The Form W-4 has worksheets to help employees adjust withholding based on their personal circumstances, such as whether they have children or a spouse who is also working. Employees who use the Withholding Calculator to check their withholding do not need to complete any of the worksheets on the Form W-4. The Withholding Calculator can be accessed here: [https://www.irs.gov/individuals/irs-withholding-calculator](https://www.irs.gov/individuals/irs-withholding-calculator)

- **Q: How do I complete the Form W-4?**

  A: Individual taxpayers remain responsible for accurately completing Form W-4 and should check FAQs on IRS.com or their personal tax professional.

- **Q: How frequently can I change my W-4?**

  A: You can change your number of payroll exemptions as often as you wish by simply submitting a new Form W-4.