

U.S. Citizens and Resident Aliens Federal & State Withholding Forms

Federal Tax Withholding Form – U.S. Citizens and Resident Aliens

U.S. Citizens and Resident Aliens Federal withholding will default to Single marital status and 0 allowances. A different marital status and/or number of allowances can be set up online via self-service as follows:

1. Log in to Employee Self Service
2. Select Employee
3. Select Tax Forms
4. Select W-4 Employee's Withholding Allowance Certificate
5. Select Update (at the bottom of the screen)

State Tax Withholding Forms U.S. Citizens and Resident Aliens – Job Location in Oklahoma

U.S. Citizens and Resident Aliens will default to Oklahoma state tax withholding, Single marital status and 0 allowances.

Marital status and/or number of allowances can be changed by completing the Oklahoma Employee's Withholding Allowance Certificate form. This form is on the Payroll Services website under Payroll Tax Withholding Forms. <https://payroll.okstate.edu/payroll-tax-withholding-forms>.

Print, sign and e-mail (encrypted) the completed form to OSU Payroll Services (payroll.services@okstate.edu) or deliver/mail the form to OSU Payroll Services, 409 Whitehurst, Stillwater, OK 74078.

State Tax Withholding Forms – Job Location outside of Oklahoma

If you work and live outside of Oklahoma (wages are earned outside Oklahoma), complete the OSU Out of State Job Location State Tax Withholding Form. This form is on the Payroll Services website under Payroll Tax Withholding Forms. <https://payroll.okstate.edu/payroll-tax-withholding-forms>.

Print, sign and e-mail (Social Security Number is not on this form so it does not need to be sent encrypted) the completed form to OSU Payroll Services (payroll.services@okstate.edu) or deliver/mail the form to the Payroll Services office at 409 Whitehurst, Stillwater, OK 74078.

If a specific form is required by your state Payroll Services will provide it via e-mail to be completed. Until the required form is received, state taxes will be withheld at the highest withholding rate for your state. You can also go to your State's website, download, complete and submit the form.

No taxes are withheld if your state does not assess taxes on wages.

Nonresident Alien Federal & State Withholding Forms

All Nonresident Aliens must make an appointment with the ISS Office on the Stillwater campus to complete your withholding and Work Permit forms

Oklahoma State University

Office of International Students and Scholars

250 Student Union

405.744.8117

iss.okstate.edu