

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 [W-4](#) and [IT-2104](#) 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 on NYSPO, once granted access.

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

The screenshot shows the NYS.gov ID login interface. At the top, there is a navigation bar with links for Services, News, Government, and Local. Below this is a dark blue header 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 features a login form with the following elements: a 'Please login after reading the Acceptable Use Policy below' message, the 'NY.gov ID' logo, a 'Username:' field, a 'Password:' field, a 'Sign In' button, and a link for 'Forgot your Username or Password'. Two red arrows point to the Username and Password fields, labeled 'A', and the Sign In button, labeled 'B'. At the bottom of the page, there is a footer with copyright information and a 'Contact Us' link, and a dark grey navigation bar with links for Agencies Services, App Directory, Counties, Events, and Programs.

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. Click **Update Tax Withholdings** in the left menu.

Office of the State Comptroller
Online Services
NYS Payroll Online

New York State Comptroller
Thomas P. DiNapoli

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NYS Payroll Online

- [View Paycheck](#)
View your past and present pay stubs.
- [View Direct Deposit Account\(s\)](#)
View your direct deposit account details.
- [Go Paperless](#)
Opt In/Out of receiving printed pay stubs and/or W-2s.
- [Update Tax Withholdings](#)**
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.
- [How Can We Improve This Site?](#)
Take a quick survey and share your thoughts.

NYS Payroll Online Help

- [NYS Payroll Online Availability](#)
24 hours a day, 7 days a week
Maintenance Downtime: 3rd Sunday of the Month
- [Troubleshooting Guide](#)
- [Job Aids](#)
- [Browser Compatibility Information](#)

Payroll News

2019 W-2s are available on NYSP0
The 2019 W-2 became available on NYSP0 on January 10, 2020.
If you choose to go paperless after January 8, 2020, you will be mailed a 2019 W-2 and your election will be effective beginning with the 2020 W-2 issued in 2021.

Of Interest...

You may be able to file your taxes online for FREE!
If you'll be reporting income of \$69,000 or less on your 2019 personal income tax return, you may be able to electronically prepare and file your income tax returns for free. To make sure you aren't charged a fee, use the NYS Tax and Finance website to access FREE software for both your federal and state returns. To learn more, visit www.tax.ny.gov and click on Free File.

- o E-filing is the fastest and easiest way to file your return.
- o Online tax software is safe and secure.
- o Most e-filers get their refunds two weeks sooner than paper filers.

Public employee 414(h) retirement contributions and New York City flexible benefits program (IRC 125)

From this page you can modify your federal, state, and local tax withholding information.

Office of the State Comptroller
Online Services
NYS Payroll Online

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New Window | http

W-4 Withholding Certificate

NYS EMPLOYEE Employee Number: N0
STATE OF NEW YORK

2020

Complete the information below to adjust the amount of tax withheld from your pay. We recommend you first complete the worksheets found on federal Form W-4 and NYS Form IT-2104 to determine the correct number of allowances to claim. Please note that your state and local allowances may be different than your federal allowances.

Step 1: Personal Information

Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov.

Address

110 STATE STREET
ALBANY NY 12236

Federal Form W-4

Federal W-4 Form and Instructions: [W4 Form](#)

Filing Status

Single or Married filing separately
 Married filing jointly (or Qualifying widow(er))
 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).

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

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 \$2,000
Multiply the number of other dependents by \$500
Other tax credits
Total

Step 4: Other Adjustments

[View Instructions](#)

(a) Other Income
(b) Deductions
(c) Extra Withholding

Claim Exemption from Withholding

I claim exemption from withholding for the year 2020 and I certify that I meet BOTH of the following conditions for exemption:

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

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

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.

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.

[Return to NYS Payroll Online](#)

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: [W4 Form](#)

Filing Status

- Single or Married filing separately
 Married filing jointly (or Qualifying widow(er)) ← 1
 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).

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 ← 2

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 \$2,000 ← 3a
Multiply the number of other dependents by \$500 ← 3b
Other tax credits ← 3c
Total ← 3d

Step 4: Other Adjustments

[View Instructions](#)

(a) Other Income ← 4a
(b) Deductions ← 4b
(c) Extra Withholding ← 4c

Claim Exemption from Withholding

I claim exemption from withholding for the year and I certify that I meet

BOTH of the following conditions for exemption:

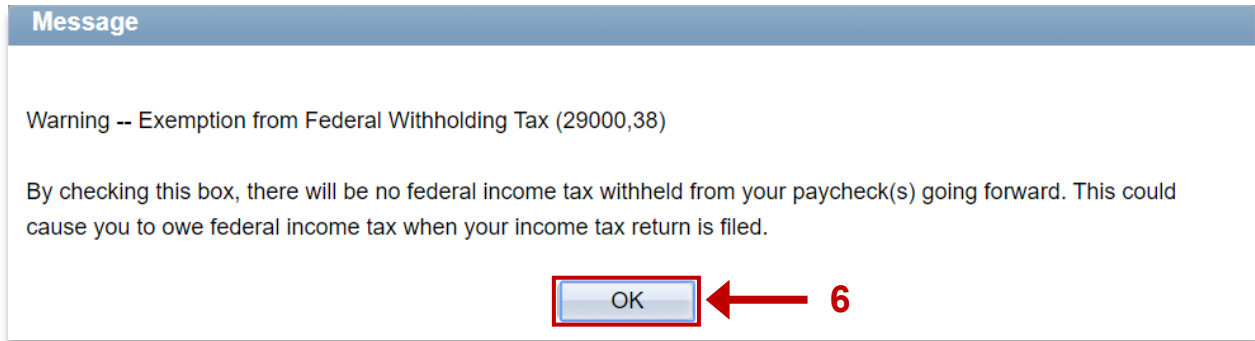
1. Last year I owed no federal income tax.
2. This year I expect to owe no federal income tax.

Check this box if you meet both conditions to claim exemption from tax withholding ← 5

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.

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. Click 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 ← 7
Married, but withhold at higher single rate

Enter total number of state allowances you are claiming: ← 8

Additional state amount, if any, you want withheld from each paycheck: ← 9

Local Tax Withholding

Are you a resident of New York City? Yes No ← 10

Are you a resident of Yonkers? Yes No ← 11

Enter total number of local allowances you are claiming: ← 12

Additional local amount, if any, you want withheld from each paycheck: ← 13

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.

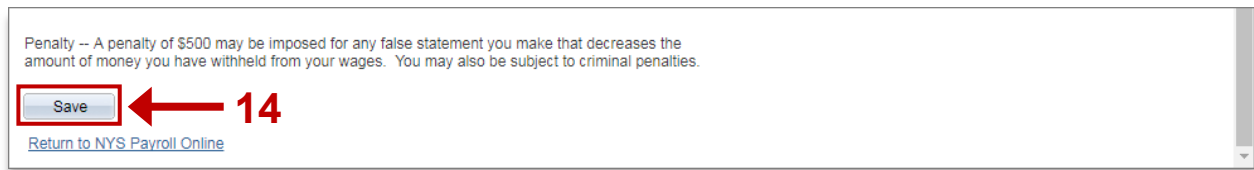
[Return to NYS Payroll Online](#)

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.

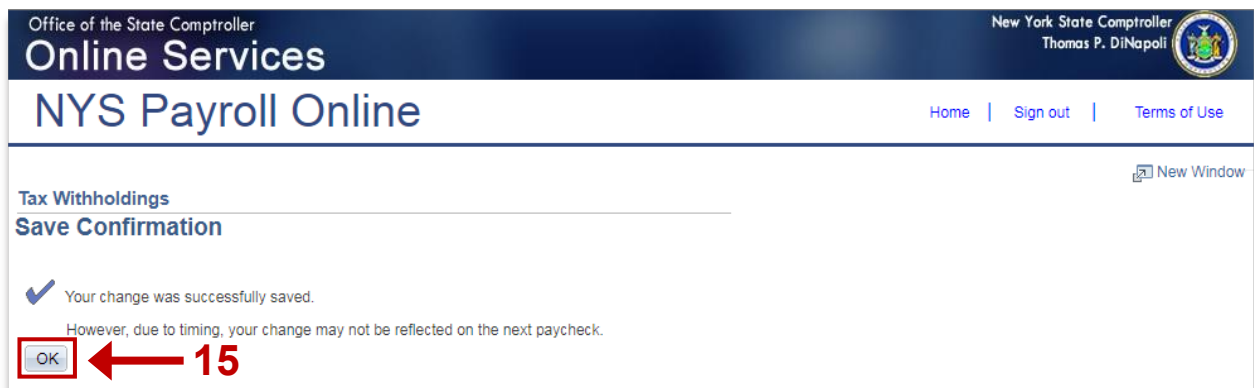
14. Click **Save** at the bottom of the page to save all changes to your tax information.

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

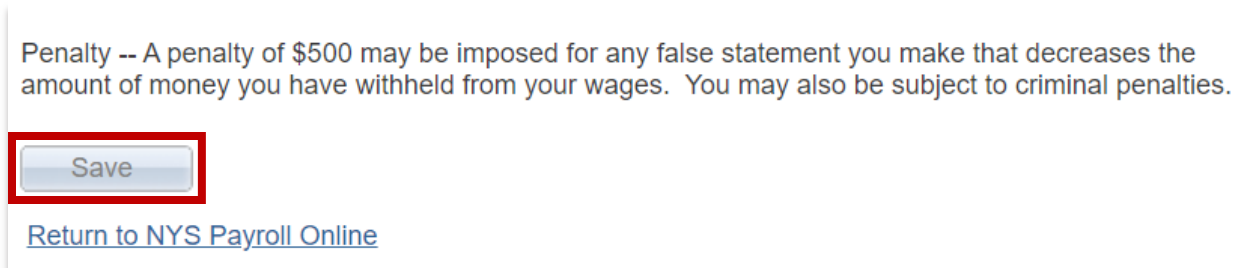


15. Click **OK** to return to the **Tax Withholdings** page.

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**.



NOTE: 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.

The screenshot displays the 'NYS Payroll Online' interface. At the top, it identifies the 'Office of the State Comptroller' and 'New York State Comptroller Thomas P. DiNapoli'. The main header reads 'Online Services' and 'NYS Payroll Online', with navigation links for 'Home', 'Sign out', and 'Terms of Use'. The page content is titled 'Federal Form W-4' and includes a link to the 'W4 Form' instructions. Under the 'Filing Status' section, three options are listed: 'Single or Married filing separately', 'Married filing Jointly (or Qualifying widow(er))', and 'Head of Household'. A 'Message' dialog box is overlaid on the page, containing the text: 'Tax data can only be updated once a day. (27001,11)' and 'Tax withholding can only be updated once a day through self service. Please contact your Payroll Administrator if you need further updates to your withholding today.' An 'OK' button is located at the bottom of the message box. Below the message box, the 'Step 2: Multiple Jobs or Spouse Works' section is partially visible, along with a 'View Instructions' link and a checkbox for 'Multiple Jobs or Spouse Works'.

Other Information on the Tax Withholdings Page

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

Federal Form W-4

Federal W-4 Form and Instructions: [W4 Form](#) ← 1

Filing Status

Single or Married filing separately

Married filing jointly (or Qualifying widow(er))

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).

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

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.

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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 NYSPPO 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 NYSPPO.

The screenshot shows the NYSPPO Online Services interface. At the top, the header includes the Office of the State Comptroller logo and the name Thomas P. DiNapoli. The main navigation bar contains 'Home', 'Sign out' (highlighted with a red box), and 'Terms of Use'. The page is titled 'NYS Payroll Online'. The left sidebar contains several menu items: 'NYS Payroll Online' (with sub-links for Paycheck, Direct Deposit Account(s), Paperless, Tax Withholdings, W-2, Email Addresses, and a survey), and 'NYS Payroll Online Help' (with sub-links for Availability, Troubleshooting Guide, Job Aids, and Browser Compatibility Information). The main content area is divided into three sections: 'Payroll News' (announcing 2019 W-2s and 2020 Form W-4 updates), 'Of Interest...' (announcing free electronic filing for 2019 returns), and a link for 'Public employee 414(h) retirement contributions and New York City flexible benefits program (IRC 125)'.