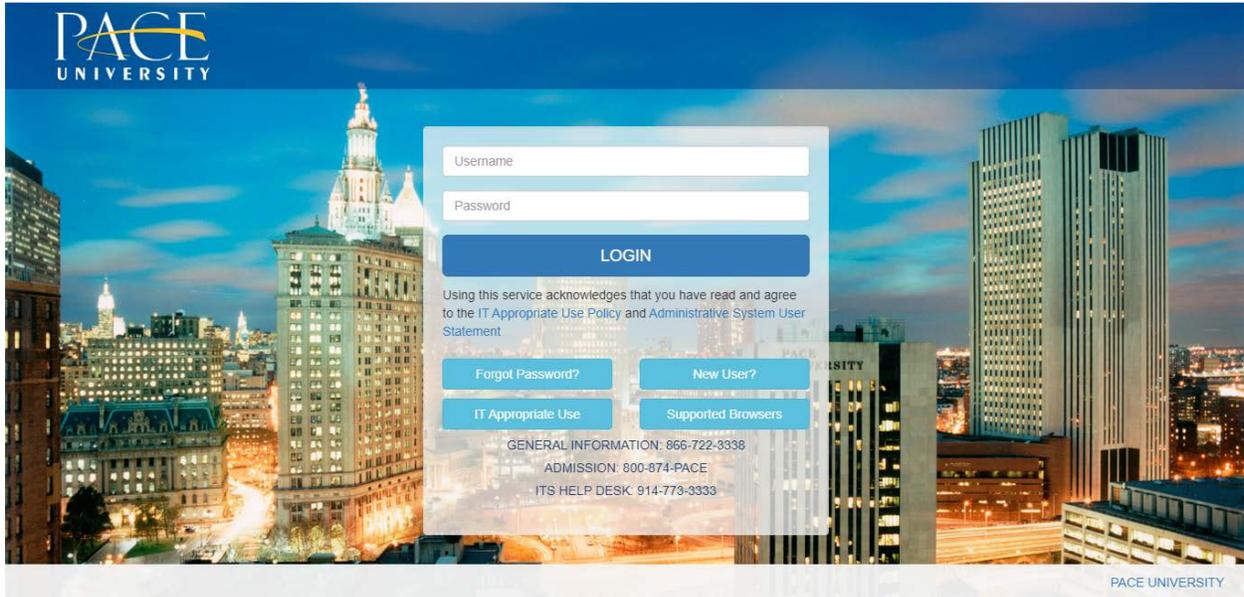
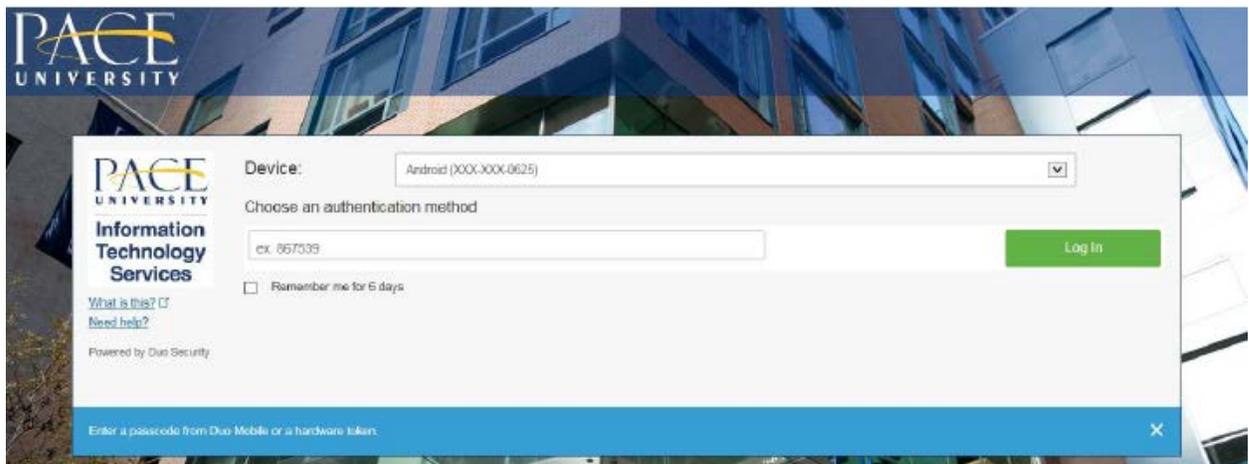


## UPDATING W-4 FORM (FEDERAL TAX WITHHOLDING STATUS) IN MYPACE PORTAL

1. Log into MyPace Portal at [portal.pace.edu](http://portal.pace.edu)



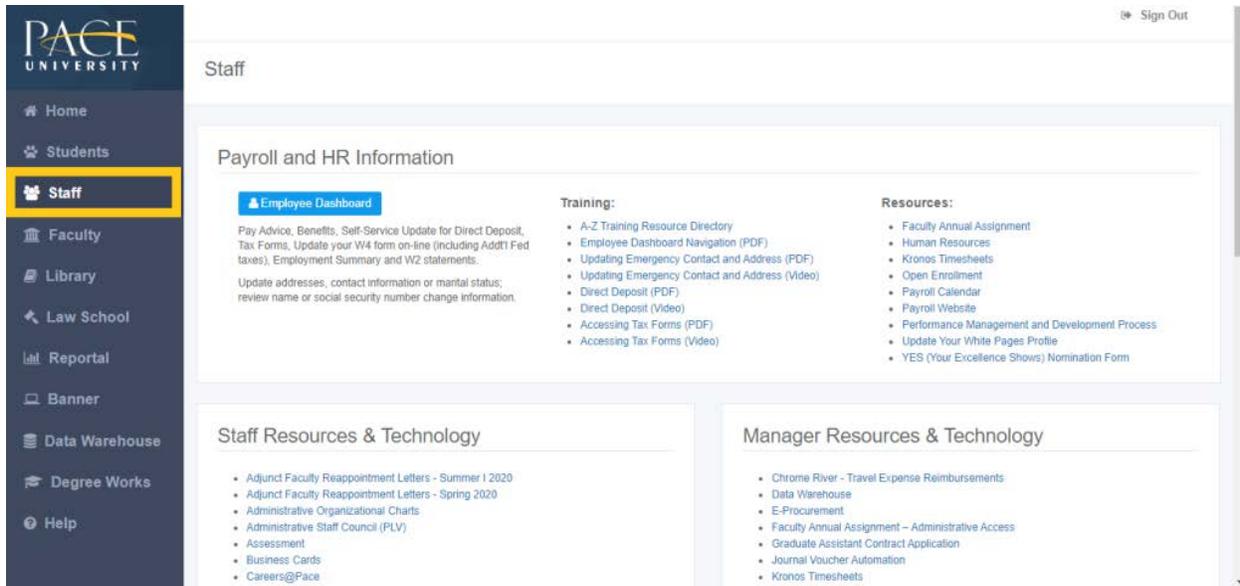
2. Select the appropriate device for Duo Multifactor Authentication (MFA), enter the 6-digit passcode from the Duo Mobile app, and click Log in



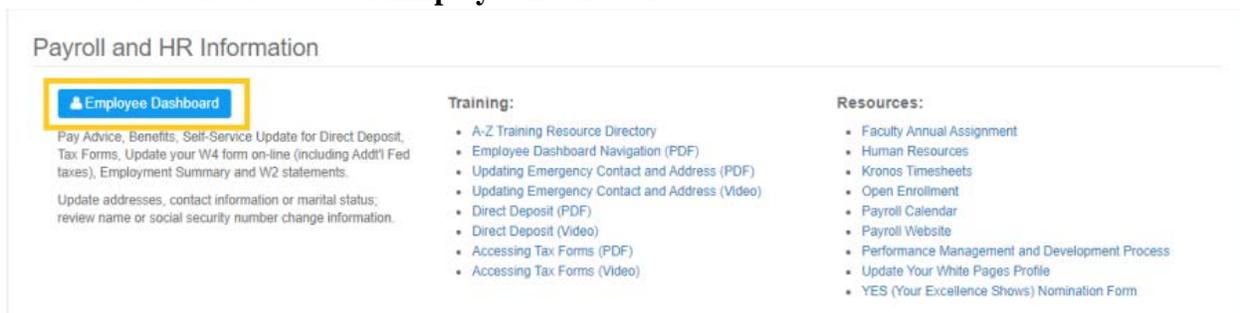
Pace University has implemented multifactor authentication (MFA) for the MyPace Portal to enhance the security of your account and the safety of your personal information. The new login procedure requires you to enter a 6-digit passcode which you retrieve from the Duo Mobile app installed on a secondary device (e.g. smartphone or tablet) in your possession. This will prevent anyone, but you, from accessing your account even if they know your password. Any Apple, Android, or Windows mobile device will work with the Duo Mobile app, which you need to download from your device's app store during the setup process.

For an overview of the setup process, please read our [Duo MFA: Initial Setup for Protected Pace System](#) article. If you do not own a smartphone or tablet, or if you have any questions, please contact the ITS Help Desk at (914) 773-3333 or [pacehelpdesk@pace.edu](mailto:pacehelpdesk@pace.edu) for further assistance. If you're not enrolled in Duo MFA, when you try to log in to the MyPace Portal to retrieve your tax information, you'll be directed to start the Duo enrollment process by clicking the setup button below the login box. This will set up your account with this added layer of security.

3. Click on the **Staff** tab on the left – this should be done for all employees including Faculty, Staff and Students.



4. Select the blue button **Employee Dashboard**.



5. Select the **Taxes** drop down menu.

Pay Information	^
Latest Pay Stub: <a href="#">06/15/2020</a>	<a href="#">All Pay Stubs</a> <a href="#">Direct Deposit Information</a> <a href="#">Deductions History</a>
Earnings	▼
Benefits	▼
<b>Taxes</b>	▼
Job Summary	▼
Employee Summary	▼

6. Select **W-4 Employee's Withholding Allowance Certificate**

Taxes	^	
<b>Federal Income Tax for U.S. Citizens</b> Filing Status: Single Status: Active Number of Allowances: 2 Additional Withholdings: <b>New York State Tax</b> Filing Status: Single Status: Active # Exempt: 0 Additional Withholding:	<a href="#">W-4 Employee's Withholding Allowance Certificate</a> <a href="#">Electronic Regulatory Consent</a> <a href="#">1095-C Employer Provided Health Insurance Offer and Coverage Statement</a>	<a href="#">W-2 Wage and Tax Statement</a> <a href="#">W-2c Corrected Wage and Tax Statement</a>

7. Select **Update** at the bottom of the page to make any changes.

Personal Information   Student   Financial Aid   **Employee**

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### W4 Tax Exemptions or Allowances

**Federal Income Tax for U.S. Citizens**  
**As of Date:** Jun 12, 2020  
**Name:**  
**Address:**

**Last Name differs from SSN card:** No  
**Deduction Status:** Active  
**Start Date:** Jun 01, 2016  
**End Date:**  
**Filing Status:** Single  
**Number of Allowances:** 2  
**Additional Withholdings:** .00

**Note:** Additional amount, if any, you want withheld from each paycheck.

  [History](#)      [Contributions or Deductions](#)

**8. NOTE:**

This below form will populate; please complete it its entirety and certify changes. Please note, the effective date will automatically default to the next possible date available to make changes. This date differs depending on payroll processing.

To see additional options for the "Deduction Status" and "Filing Status," please select the downward arrow.

Complete the required fields and select Submit Changes.  
 If you submitted a 2019 or earlier W-4 form and your allowances totaled greater than 9, the filing was reported to the IRS. On the 2020 W-4 form allowances were removed.

The IRS released a new W-4 form for 2020. The filing status and additional withholding amount (if any) will default in to the new form fields, but number of allowances/exemptions are no longer used. If you would like to review that information you can access your [W-4 History](#).

\* - indicates a required field.

**Federal Income Tax for U.S. Citizens**  
 Deduction Effective as of: Jun 16, 2020

If your last name differs from that shown on your Social Security Card, check here.   
 Note: See Form W-4 instructions.

Effective Date of Change MM/DD/YYYY: \*   
 Note: Effective Date must be after Jun 15, 2020 the date you were last paid.

**Deduction Status:** \*

I claim exemption from withholding for the tax year specified, and I certify that I meet both of the following conditions for exemption.  
 \* Last year I had no tax liability and  
 \* This year I expect to have no tax liability.  
 If you meet both conditions, select "Exempt" in Deduction Status field.

**Filing Status:** \*

**NRA Indicator:**   
**Step 2C Indicator:**

**Dependents under 17 999999.99 :**   
**Other Dependents 999999.99 :**   
**Dependent Amount 999999.99 :**   
**Other Income 999999.99 :**   
**Deductions 999999.99 :**   
**Additional Withholdings 999999.99 :**

Multiply the number of qualifying children under age 17 by \$2,000.  
 Multiply the number of other dependents by \$500.  
 Step 3: Add the amounts above and enter the total here.  
 Step 4a) See Form W-4 instructions.  
 Step 4b) See Form W-4 instructions.  
 Step 4c) Extra Withholding. Enter any additional tax you want withheld each pay period.

W-4 Employee's Withholding Allowance Certificate