Rensselaer Self-Service Information System **NY State Tax Form Instructions**

Note: If you are a resident of New York City or Yonkers, you will need to complete a paper Form IT-2104.

Log into the Rensselaer Self-Service Information System

Click on the HR/Payroll Menu tab

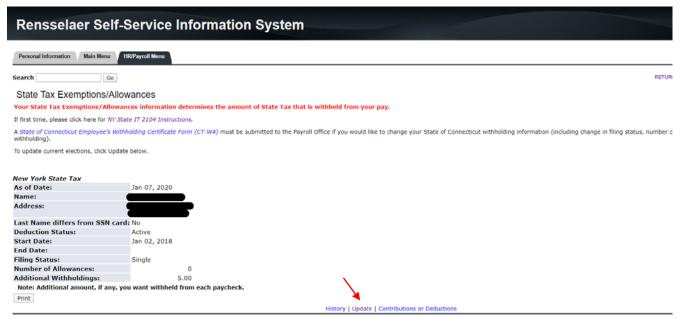
Click on Tax Forms

Select Tax Form State Tax Exemptions/ Allowance for the New York State IT-2104



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Your current New York State Tax withholding will be displayed. To change your withholding click Update at the bottom of the page



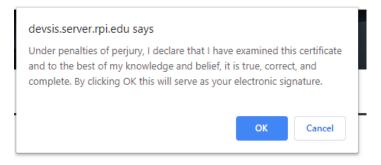
Rensselaer Self-Service Information System	
Personal Information Main Menu HR/Payroll Menu	
Search Go	
Update Withholding Information	
Info Enter your desired changes and click the Certify Changes button.	Please realize that by clicking the Certify Changes button, you are under penalty of perjury if the information submitted is not true and valid.
	is important that you use the instructions for Form W-4 and the instructions for Form IT-2104 for NYS.
Please note the following on completing the "Deduction St	atus" and "NRA Indicator" fields below:
 Active – Select this status if you are subject to Federal Inco Exempt – The information below indicates that you should s 	me Tax withholding and do not meet the criteria to select Exempt. elect Exempt if you meet the two criteria listed. DO NOT SELECT Exempt. Paper forms need to be completed for the W-4 and IT-2104-E and emailed payroll@rpi.edu
If you ARE a Non-Resident Alien <u>DO NOT</u> submit any to	x withholding forms in Self-Service. Tax withholding forms for NRA's need to be completed in GLACIER.
If you are NOT a Non-Resident Alien DO NOT Select the NF	A Indicator field.
• - indicates a required field.	
New York State Tax Deduction Effective as of:	Mar 01, 2020
Status: Effective Date of Change MM/DD/YYYY: Note: Effective Date must be after Feb 29, 2020 the date you were last p	Active \(\sigma \) \(\sigma \
Filing Status:* Married V Number of Allowances (Up to 99) :* 2 Additional Withholdings (Up to 999999.99) :	
Certify Changes	
Restore Original Values	
[HR/Payroll M	ain Menu Tax Forms Pay Information Benefits and Deductions Leave Balances HR Home Finance/Payroll Home]

Instructions for completing the Form IT-2104 can be found on the Finance website.

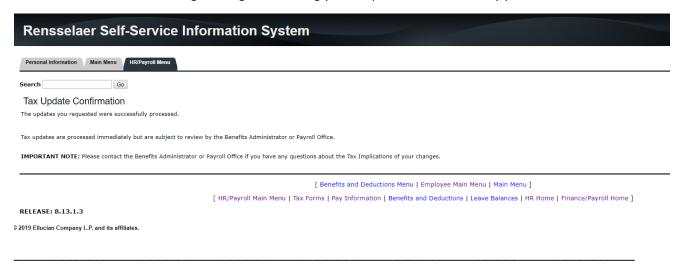
- Enter Status
- Enter Effective Date
- Enter Filing Status
- Enter Total number of allowances you're claiming, **IF Any**
- Enter Additional amount withheld from each paycheck, IF ANY

Click Certify Changes

You will need to acknowledge the change you are making by clicking **OK**, this is your electronic signature.



You will then see the following message confirming your request was successfully processed.



Please note that the changes you have made will not show in the summary of withholdings until after the effective date that you entered.

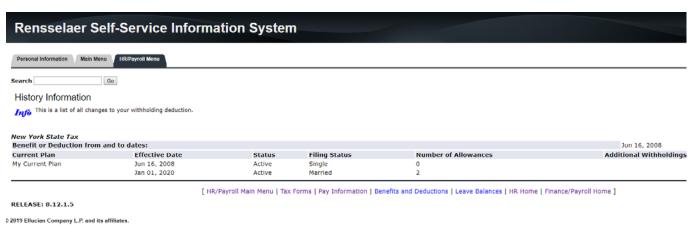
Other Helpful Information about your NYS elections:

Two helpful options at the bottom of *State Tax Exemptions/ Allowance* are History and Contributions or Deductions.



[HR/Payroll Main Menu | Tax Forms | Pay Information | Benefits and Deductions | Leave Balances | HR Home | Finance/Payroll Home]

History will show your past New York State Tax withholdings elections.



Contributions or Deductions will show you your total deductions by month with a yearly total. If you would like to see prior years, simply change the date range you would like to see.

