

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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Tax Forms

- W-4 Federal Employee's Withholding Allowance
- **State Tax Exemptions/Allowances**
- W-2 Year End Earnings Statement **2018 W-2 now Available**
- W-2c Corrected Wage and Tax Statement
- Electronic W-2 Consent

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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

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State Tax Exemptions/Allowances

Your State Tax Exemptions/Allowances information determines the amount of State Tax that is withheld from your pay.

If first time, please click here for [NY State IT 2104 Instructions](#).

A *State of Connecticut Employee's Withholding Certificate Form (CT-W4)* must be submitted to the Payroll Office if you would like to change your State of Connecticut withholding information (including change in filing status, number c withholding).

To update current elections, click Update below.

New York State Tax

As of Date:	Jan 07, 2020
Name:	[REDACTED]
Address:	[REDACTED]
Last Name differs from SSN card: No	
Deduction Status:	Active
Start Date:	Jan 02, 2018
End Date:	
Filing Status:	Single
Number of Allowances:	0
Additional Withholdings:	5.00

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

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

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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.

To complete withholding information in Rensselaer Self-Service, it 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 Status" and "NRA Indicator" fields below:

- Active - Select this status if you are subject to Federal Income Tax withholding and do not meet the criteria to select Exempt.
- Exempt - The information below indicates that you should select 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 DO NOT submit any tax 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 NRA Indicator field.

• - indicates a required field.

New York State Tax
Deduction Effective as of:

Mar 01, 2020

Status:

Active

Effective Date of Change MM/DD/YYYY: *

03/01/2020

Note: Effective Date must be after Feb 29, 2020 the date you were last paid.

Filing Status: * Married

Number of Allowances (Up to 99) : * 2

Additional Withholdings (Up to 999999.99) :

Certify Changes

Restore Original Values

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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.

devsis.server.rpi.edu says

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. By clicking OK this will serve as your electronic signature.

OK Cancel

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

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Tax Update Confirmation

The updates you requested were successfully processed.

Tax updates are processed immediately but are subject to review by the Benefits Administrator or Payroll Office.

IMPORTANT NOTE: Please contact the Benefits Administrator or Payroll Office if you have any questions about the Tax Implications of your changes.

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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.



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

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

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History Information

Info This is a list of all changes to your withholding deduction.

New York State Tax

Benefit or Deduction from and to dates: Jun 16, 2008

Current Plan	Effective Date	Status	Filing Status	Number of Allowances	Additional Withholdings
My Current Plan	Jun 16, 2008	Active	Single	0	
	Jan 01, 2020	Active	Married	2	

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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.

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Year-to-Date Information

Info Personal Deduction represents the amount withheld from the employee's gross earnings.

To view a different time period, change the date range and click Display.

New York State Tax

History Start Date: January 2019

History End Date: December 2019

Year Month	Personal Deduction
2019 January	93.70
February	93.35
March	93.35
April	42.60
May	112.54
June	149.61
July	149.77
August	.00
September	.00
October	.00
November	.00
December	.00
TOTAL	734.92

From:

To: