

Updating W4 Selections via SharkLink

For US Citizens and Residents Only.

Non-resident employees must complete a paper W-4 and indicate NRA status on Line 6.

1. Log into [Sharklink](#) using Google Chrome
2. On the sidebar click "Payroll"
3. Scroll to the "Tax Information" section from the Payroll page and Select "W-4 Electronic Form"

TAX INFORMATION

W-4 Information

W-4 Paper Form

W-4 Electronic Form

W-2 Information

W-2 Year End Earnings Statement

W-2 Electronic Consent

VISIT IRS.GOV

4. Select "Update". Always ensure that Name is correct and that your address is current when making W4 changes.

Federal Income Tax

As of Date: 11/19/2018
Name:
Address:
Last Name differs from SSN card: No
Deduction Status: Active
Start Date: 09/06/2016
End Date:
Filing Status: Single
Number of Allowances: 1
Additional Withholding: .00

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

[Print](#)

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

5. Make desired changes and click "Certify Changes"

Federal Income Tax

Deduction Effective as of: 11/17/2018

If your last name differs from that shown on your Social Security Card, check here.
Note: You must contact Social Security Administrator for a replacement card.

Effective Date of Change MM/DD/YYYY: * 11/17/2018
Note: Effective Date must be after 11/16/2018 the date you were last paid.

Deduction Status: * Active ▼

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 a right to a refund of all federal income tax withheld because I had no tax liability and

* This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.
If you meet both conditions, select "Exempt" in Deduction Status field.

Filing Status: * Single ▼

Number of Allowances 99 : * 1

Additional Withholding 999999.99 :

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

Certify Changes

Restore Original Values

6. Read the Federal disclosure and click "OK" to submit your change.

webstar.nova.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.

7. Review the "Tax Update Confirmation". You can review the update and to make additional changes by clicking on "W4 Employee's Withholding Allowance Certificate"

Browse

Personal Information | Alumni Services | Student | Financial Aid | **Employee**

Tax Update Confirmation

Home > Tax Update Confirmation

The updates you requested were successfully processed.

The updates you requested were successfully processed.

Tax updates are processed immediately but are subject to review by the NSU Payroll Department.

IMPORTANT NOTE: Please contact the NSU Payroll Department if you have any questions regarding form W-4 at payroll@nova.edu

[W-4 Employee's Withholding Allowance Certificate](#)

[Benefits and Deductions Menu](#) ■ [Employee Main Menu](#)