

All Purdue employees should review and update (if necessary) their address, bank information, and tax exemption elections in preparation for filing income tax returns. Additional Withholdings can also be entered using this process.

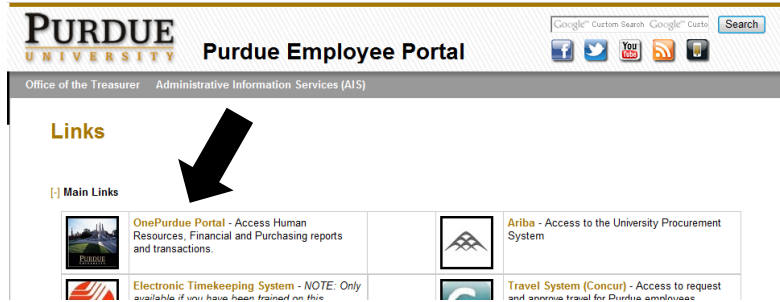
Additionally, employees should take the time to register for online W-2 access. By registering, employees are able to elect to continue to receive a paper copy or only receive an electronic copy.

Access the Purdue Employee Portal

Navigate to
www.purdue.edu/employeeportal

Click **OnePurdue Portal**

Log in using your Purdue career account User ID and Password



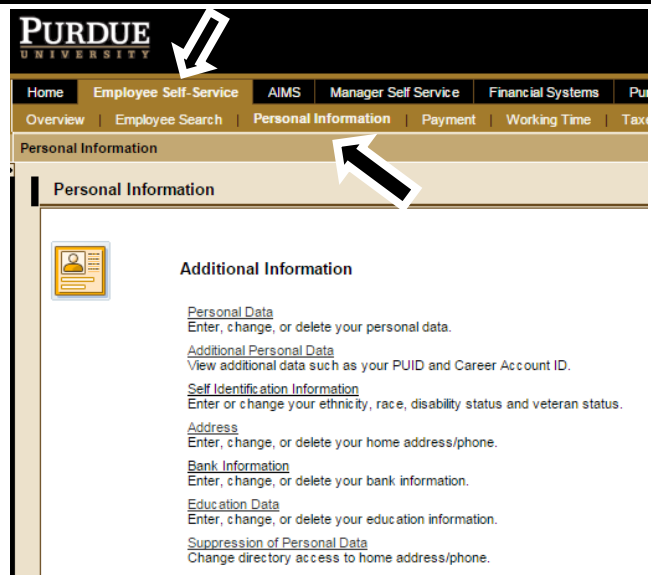
Access Employee Self Service -> Personal Information

Click **Employee Self-Service**

Click **Personal Information**

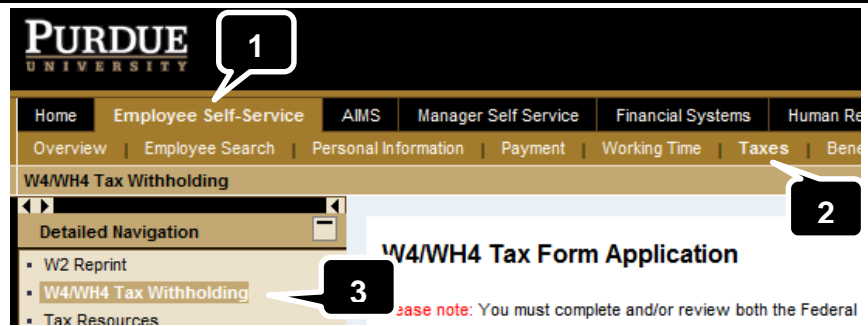
Review the sections listed below, making changes if necessary

- Address
- Bank Information
 - For additional assistance, please contact your departmental Business Office or Payroll Services at timeadmin@purdue.edu.



Access Employee Self Service -> Taxes

1. Click **Employee Self-Service**
2. Click **Taxes**
3. Click **W4/WH4 Tax Withholding**



Follow the process all the way through. Click **Submit**.
The process is complete when the submitted message is displayed.

☒ Your changes have been submitted. Due to payroll timing, the change will take effect within 1-2 pay cycles.

For additional assistance please contact Payroll Services – Tax Department at tax@purdue.edu.

Register with ADP W-2 Services	
Navigate to http://www.purdue.edu/business/payroll/taxes/W-2Services.html for full instructions and details	Via partnership with ADP, Inc., all Purdue employees are now able to view and print their W-2 Form via the online ADP W-2 Services portal. By providing online W-2 services, Purdue University aims to reduce tax season stress by eliminating W-2 Form location uncertainty, address uncertainty, and waiting periods due to mail, University action needed, or lost W-2 Forms. In order to opt in to paperless W-2 Form delivery for the current tax year, employees must register on or prior to December 31.