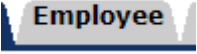
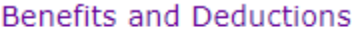
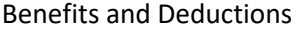




Filling out state and federal tax options is available in Self Service if you would like to make any changes, otherwise the system defaults remain in place. If you would like to make any changes, please see the following instructions:

First, for CT State W4, please login to Self Service here:

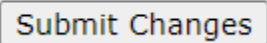
[https://banweb.hartford.edu/PROD/twbkwbis.P\\_GenMenu?name=bmenu.P\\_GenMnu](https://banweb.hartford.edu/PROD/twbkwbis.P_GenMenu?name=bmenu.P_GenMnu)

Once here, click the  tab and then click the  **Benefits and Deductions**  **Benefits and Deductions** button on that page. On the next page, click  **Miscellaneous**  **Miscellaneous**.

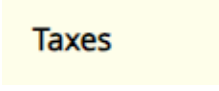
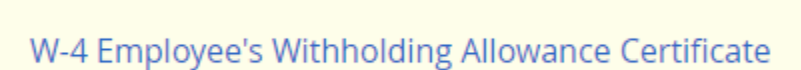
On the next page, look for the Update button under Connecticut State Tax:

*Connecticut State Tax*  
Benefit or Deduction as of date: 09/05/2024  
Status of Benefit or Deduction: Active  
Start Date: 10/24/2022  
End Date:  
Filing Status: Single  
Addition or Reduction Amount:  
 **Update** | [Contributions or Deductions](#) | [Vendor Web Site](#)



On the page after clicking update, please follow the instructions and then click the

 **Submit Changes** button toward the bottom. Let me know if you have any questions for this page.

For Federal W4 elections, please click on the Employee Self Service link here: <https://uhart-pxesa-001.hartford.edu:8102/EmployeeSelfService/ssb/hrDashboard#/hrDashboard>

On that screen, please click the  **Taxes** dropdown bar and then click  **W-4 Employee's Withholding Allowance Certificate**

You'll then need to look for the Update bottom toward the bottom of the screen on the next page:

 **Print**  
 **Update** | [Contributions or Deductions](#) | [Vendor Web Site](#)

On that next screen, you can follow all instructions to make your federal elections, and then you can

 **Certify Changes**  
click  **Certify Changes** once you are done.