Federal, State, and Local Withholding Elections

The W-4 is the IRS form that employees complete and sign to determine the amount of federal tax withholding. If an employee does not complete a W-4, the IRS requires a default of "Single and 0." If you have a valid Social Security Number in Workday, you can complete your withholding elections on Workday via “Electronic Tax Forms”.

PA Act 32 requires Carnegie Mellon to collect Earned Income Tax (EIT) on behalf of its employees for the local municipality in which they live or work. Students who are employed at Carnegie Mellon in Pennsylvania are required to take action to ensure that the amount of tax withheld is correct and that the tax is disbursed correctly according to the tax residency address. Failure to complete key actions may result in Local Earned Income taxes being withheld inaccurately. The recourse for students who complete the requirements late or after employment has begun will be to file for a refund during the annual tax filing cycle (April of the following year). Students are strongly encouraged to comply when newly employed at Carnegie Mellon.

A student’s primary (or permanent) address in Workday is the address that is used for taxes. This address cannot be a P.O. Box or SMC mailbox, as a non-street address is not accepted by tax authorities. If you primary address does not accurately reflect your permanent address (where you live when you are not at school), contact the CMUWorks Service Center to update it on your behalf. Please also check SIO to ensure that your addresses are up to date.