Are your federal income tax withholdings correct? Quickly, easily verify or adjust your W-4 in the portal to ensure it.

**Active employees: Adjust your W-4 in the portal**

At the start of each year, check your W-4 and make any needed alterations to allowances, tax status and more.

Follow these steps to view and adjust yours:

1. Log into [my.cu.edu](http://my.cu.edu).
2. Select the **CU Resources** tab. (CU System employees will skip this step.)
3. Select the **CU Resources Home** dropdown menu at the top, then select **My Info and Pay**.
4. Click the **W-4** tile. The form contains personal information, so you must [verify your identity](http://verifyidentity) to access it.

**Checkup on your paycheck**

Prevent an unexpected bill or penalty during tax season: Ensure the right amount of tax is withheld from your pay with the IRS Tax Estimator.

**To get started:** Gather your most recent paystubs, income tax return and W-2s. If your personal circumstances change during the year, revisit the calculator to ensure withholdings are still correct.

[Use with the IRS Tax Estimator](http://useswithestimator).

**Forms and guides**

[W-4 instructions](http://w4instructions)

[State W-4s](http://statew4s)

[Add or cancel Colorado tax withholding](http://addorcanceltaxwithholding)