

Quick Reference Guide: How to View or Update State Withholding

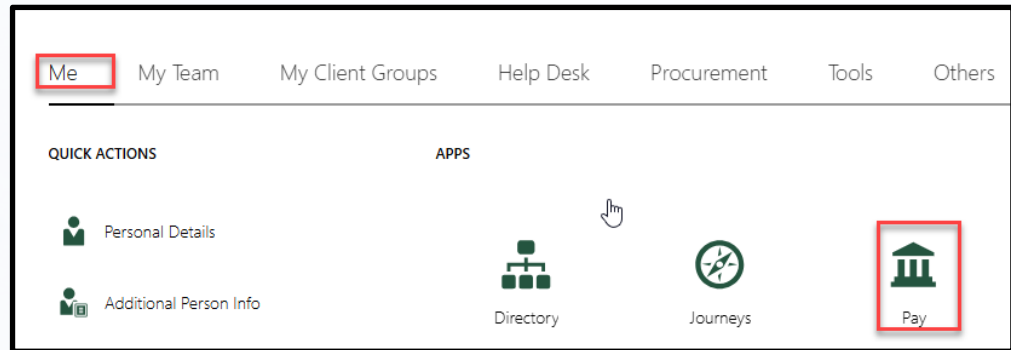


Purpose:

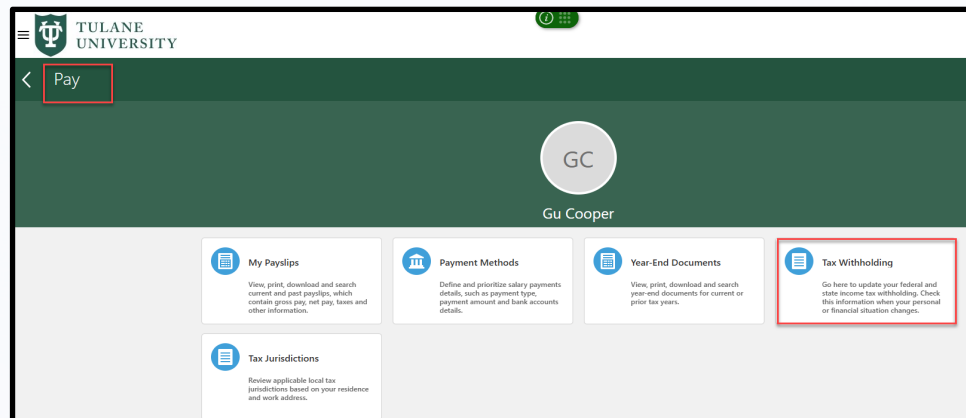
This Quick Reference Guide (QRG) explains how to update your state tax withholding in WaveWorks. Carefully select the deduction start date, as it directly affects your net pay. After submitting your changes, you can download and print a PDF for your records.

Step-by-Step:

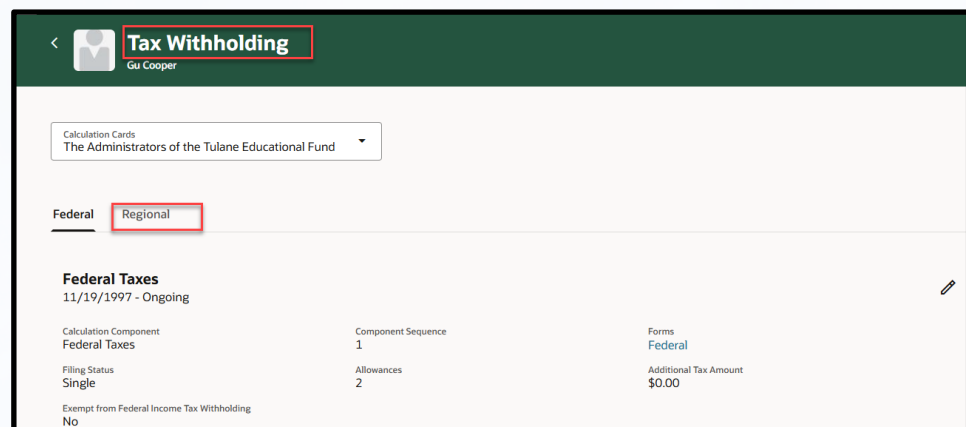
1. Navigate from your **Me** tab and select the **Pay** icon.



2. Once the **Pay** page displays, select the **Tax Withholding** card/box.



3. The **Tax Withholding** page displays. Select the **Regional** tab to update your state taxes.



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- 4. On the **Regional** tab, review the current state taxes.

Click the **Edit** (pencil) icon to update existing taxes, or click the **+ Add** button to add a new state tax.

Tax Withholding
Gu Cooper

Calculation Cards
The Administrators of the Tulane Educational Fund

Federal **Regional**

+ Add All Active Inactive

State Taxes: LA
11/19/1997 - Ongoing

Calculation Component State Taxes	Component Sequence 1	Forms LA
State LA	Secondary Allowance	Additional Tax Amount
Allowances 1		

- 5. The **State Taxes** page displays. Enter the required details, ensuring you select the appropriate date for when deductions should begin on the paycheck.

Once complete, click **Submit**.

State Taxes: LA
Tax Withholding

Cancel Submit

When does this change start?
04/15/2026

Calculation Component
State Taxes

Component Sequence
1

Forms
LA

State Tax Information

Allowances
1

Filing Status
Single or married filing separately

Additional Tax Amount

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.
 I agree
Required

- 6. Click the **Forms** link to view the updated state information.

Federal **Regional**

+ Add All Active Inactive

State Taxes: LA
04/15/2026 - Ongoing

Calculation Component State Taxes	Component Sequence 1	Forms LA
State LA	Filing Status Single or married filing separately	Additional Tax Amount
Allowances 2		

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- 7. The state withholding PDF displays. You can download or print a copy for your records.

This form must be filed with your employer.
For Questions:
Phone: (855) 307-3883
Send an email by visiting www.revenue.louisiana.gov/ContactUs.aspx

Purpose: Complete Form L-4 so that your employer can withhold the correct amount of state income tax from your salary.
Instructions: Employees who are subject to state withholding must provide their expected tax return filing status in Block A.
• Employees must file a new certificate within 10 days if the number of their deductions decreases, except if the change is the result of the death of a spouse.
• Employees may file a new certificate any time the number of their deductions increases.
• Line 7 should be used to increase or decrease the tax withheld for each pay period. Decreases should be indicated as a negative amount.
Penalties will be imposed for willfully supplying false information or willfully failing to supply information that would reduce the withholding amount.
This form must be filed with your employer. If an employer fails to complete this withholding certificate, the employer must withhold Louisiana income tax from the employee's wages without any standard deduction.
Note to Employer: Keep this certificate with your records.

Block A

- Enter "0" to claim no standard deduction and check the appropriate box under number 3 below. You may enter "0" if you are married, and have a working spouse or more than one job to avoid having too little tax withheld.
- Enter "1" to claim a standard deduction if your filing status is single or married filing separately and check the appropriate box under number 3 below if you did not claim this deduction in connection with other employment or if your spouse has not claimed a deduction.
- Enter "2" to claim a standard deduction if your filing status is married filing jointly, head of household, or qualifying surviving spouse and check the appropriate box under number 3 below.

Cut here and give the bottom portion of certificate to your employer. Keep the top portion for your records.

Form L-4
Louisiana
Department of
Revenue

Employee's Withholding Certificate

1. First name and middle initial: Gu A. Last name: Cooper

2. Social security number: [Redacted] 3. Select one:
 No deduction Single or married filing separately Married filing jointly, qualifying surviving spouse, or head of household

4. Home address (number and street or rural route):
Station, Road

5. City: Shreveport State: TX ZIP: 77744

6. Total number of deductions claimed in Block A: 6, 2

7. Adjustments. Enter any increase or decrease in the amount of tax to be withheld each pay period. Decreases should be indicated as a negative amount and cannot result in an amount less than zero to be withheld each pay period.

8. Dates under the penalties imposed for filing false reports that the number of deductions claimed on this certificate do not exceed the number to which I am entitled.

Employee's signature: Gu A. Cooper Date: 04-15-2026

This document is to be completed by employees.