****

**New York State and New York City/Yonkers Taxes**

**Online Setup Instructions**

**For new and returning employees, online setup will be available when the “Payroll and Human Resources” section is visible in myTC’s “TC Services” menu.**

**You will have New York State and New York City tax deductions setup as default with Single and Zero allowance until you log in and make appropriate updates.**

**Important Notices:**

* If you are physically working **outside of New York State**, please contact Payroll Office at 212-678-3047 so appropriate out of state taxes can be setup.
* If you are **not** a resident of New York City, please contact Payroll Office at 212-678-3047 so appropriate local tax can be setup.
* If you wish to claim **“exempt”** status OR more than **13 allowances** on your New York State or New York City taxes, please complete a paper IT-2104 form and bring it to the Payroll Office.

**To setup your New York State Tax:**

1. Log into myTC portal (my.tc.columbia.edu)
2. Choose “TC Services” tab
3. Choose “New York State Withholding”
4. Click “Update” (bottom center of the web page) and following the instruction to update your New York State Tax withholdings.
   1. **Effective Date** of Change should follow the effective date of payroll periods, the most current date will auto fill.
   2. **Deduction Status** – You can only update “Active” status through the portal. If you wish to claim “exempt” status, please complete a paper IT-2104 form and bring it to the Payroll Office.
   3. Select **Filing Status** from the drop-down
   4. Enter **Number of Allowances** in the space provided – You can only update up to 13 allowances through the portal. If you wish to claim more than 13 allowances, please complete a paper IT-2104 form and bring it to the Payroll Office.
   5. Select **Certify Changes** to save

**To setup your New York City Tax:**

1. Log into myTC portal (my.tc.columbia.edu)
2. Choose “TC Services” tab
3. Choose “New York City Withholding”
4. Click “Update” (bottom center of the web page) and following the instruction to update your New York City Tax withholding.
   1. **Effective Date** of Change should follow the effective date of payroll periods, the most current date will auto fill.
   2. **Deduction Status** – You can only update “Active” status through the portal. If you wish to claim “exempt” status, please complete a paper IT-2104 form and bring it to the Payroll Office.
   3. Select **Filing Status** from the drop-down
   4. Enter **Number of Allowances** in the space provided – You can only update up to 13 allowances through the portal. If you wish to claim more than 13 allowances, please complete a paper IT-2104 form and bring it to the Payroll Office.
   5. Select **Certify Changes** to save

**To setup your Yonkers Tax:**

**Note:** If you just moved to Yonkers and have never had Yonkers taxes setup by TC, you will have New York City Tax setup as default and will not be able to setup Yonkers tax until you contact the Payroll Office.

1. Log into myTC portal (my.tc.columbia.edu)
2. Choose “TC Services” tab
3. Choose “Yonkers Withholding”
4. Click “Update” (bottom center of the web page) and following the instruction to update your Yonkers Tax withholding.
   1. **Effective Date** of Change should follow the effective date of payroll periods, the most current date will auto fill.
   2. **Deduction Status** – You can only update “Active” status through the portal. If you wish to claim “exempt” status, please complete a paper IT-2104 form and bring it to the Payroll Office.
   3. Select **Filing Status** from the drop-down
   4. Enter **Number of Allowances** in the space provided – You can only update up to 13 allowances through the portal. If you wish to claim more than 13 allowances, please complete a paper IT-2104 form and bring it to the Payroll Office.
   5. Select **Certify Changes** to save