

## University of South Carolina Employee Instructions for Electronic Submission of W-4 Form

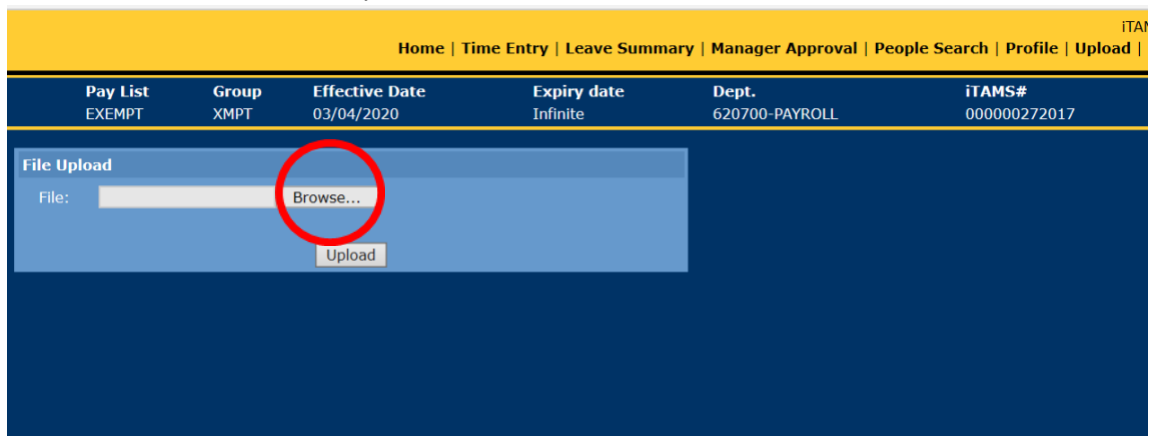
W-4 Forms will now be accepted online via the **ITAMS** system. This process has been established so that employees can securely submit these forms without mailing them.

### Instructions:

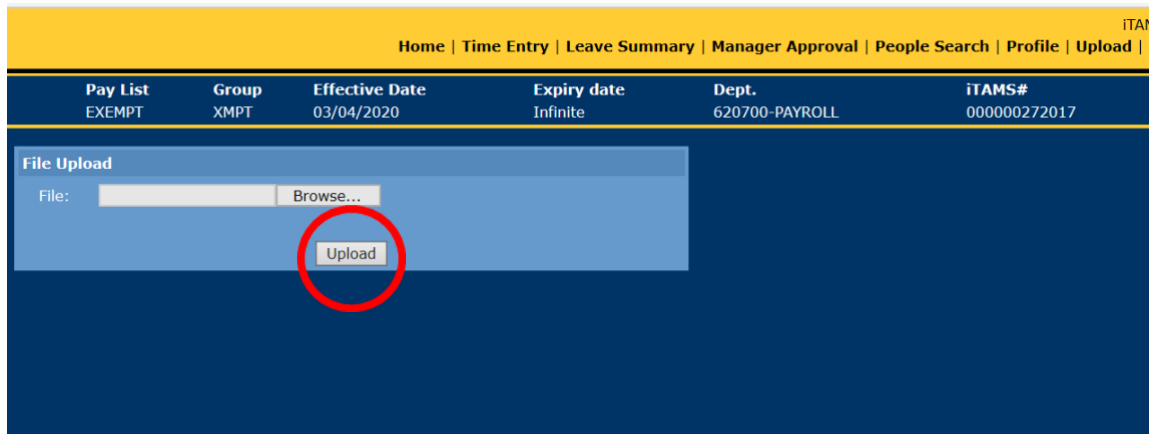
1. Follow the instructions for completing the W-4.
2. **Sign** the W-4.
3. **Scan** and **save** the form on your computer.
4. **Log into** ITAMS <https://itams.csd.sc.edu>.
5. Click **Upload** in the upper right corner.



6. Click **Browse**, then select your W-4 file.



7. Click the **Upload** button.



If you have questions regarding this new process, please email [payroll@mailbox.sc.edu](mailto:payroll@mailbox.sc.edu).