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

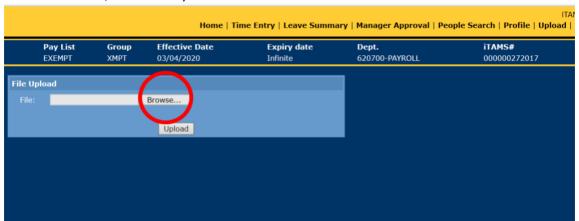
W-4 Forms will now be accepted online via the **ITAMS** system. This process has been established so that employees can securely submit these forms without mailing them.

Instructions:

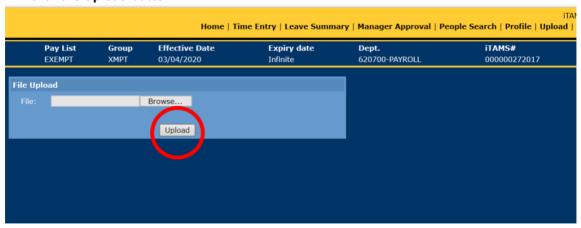
- 1. Follow the instructions for completing the W-4.
- 2. **Sign** the W-4.
- 3. **Scan** and **save** the form on your computer.
- 4. Log into ITAMS https://itams.csd.sc.edu.
- 5. Click **Upload** in the upper right corner.



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.