
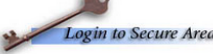


**MOHAWK VALLEY COMMUNITY COLLEGE  
UTICA AND ROME, NEW YORK**

**USE SIRS TO CHANGE FEDERAL AND STATE WITHHOLDING:**

1. Go to <http://www.mvcc.edu>
2. Click on “Faculty and Staff”
3. Click on  button on left-hand side of screen
4. Click on the  button
5. Enter your User ID (M number) and PIN.
6. Choose the “Employee” option near the bottom of the main menu.
7. Click on “Tax Forms” tab.
8. Click on “W4 Tax Exceptions or Allowances” tab.
9. At the top will be the Federal Tax Withholding and the bottom will be the NYS Tax Withholding, you will see an “Update” tab associated with each section.
10. Click the appropriate “Update” tab to make any changes. The beginning date is already on the form. You can look up this date on the payroll schedule to see which pay period the changes will take effect.
11. After making your changes, click the “Certify” tab.
12. The system will ask for your pin number to certify the changes.

**Important Notes:**

\*MVCC is not responsible for any changes to your federal or state tax withholding and associated personal income tax liability.