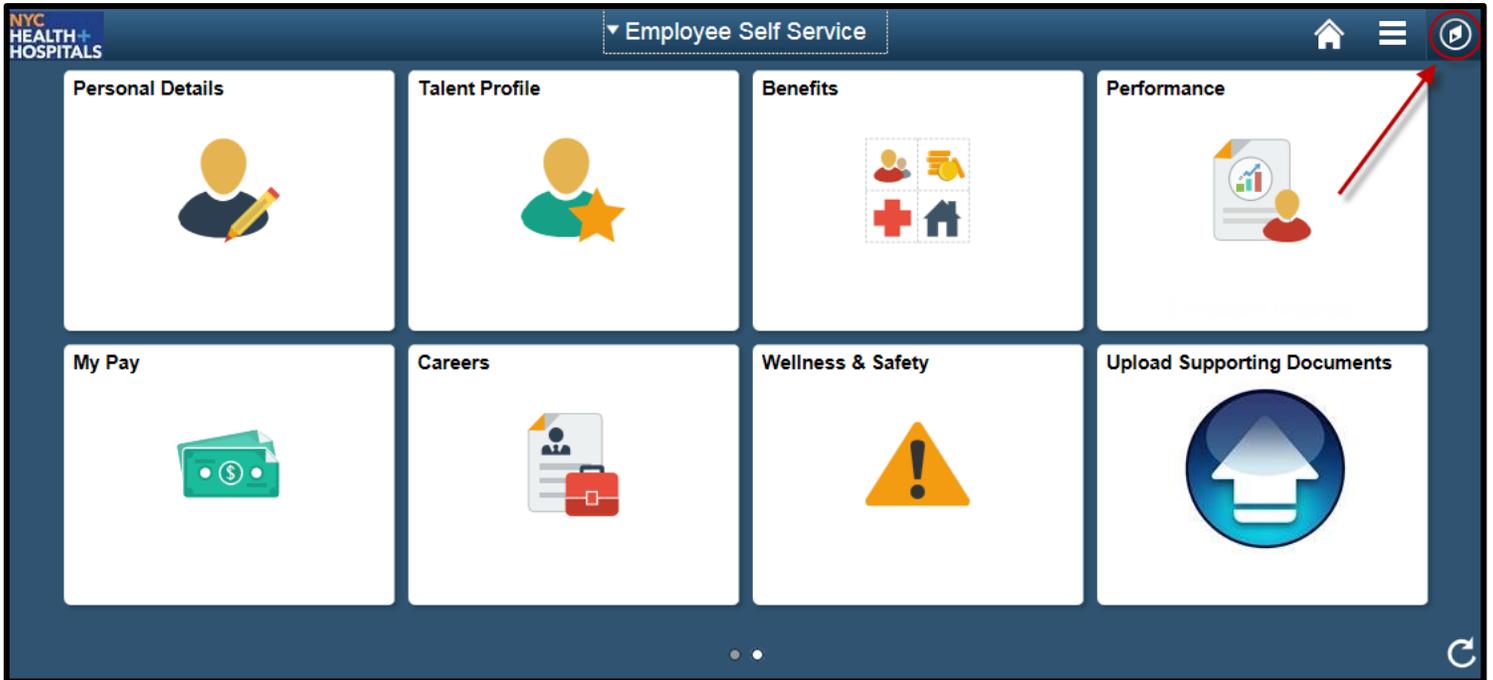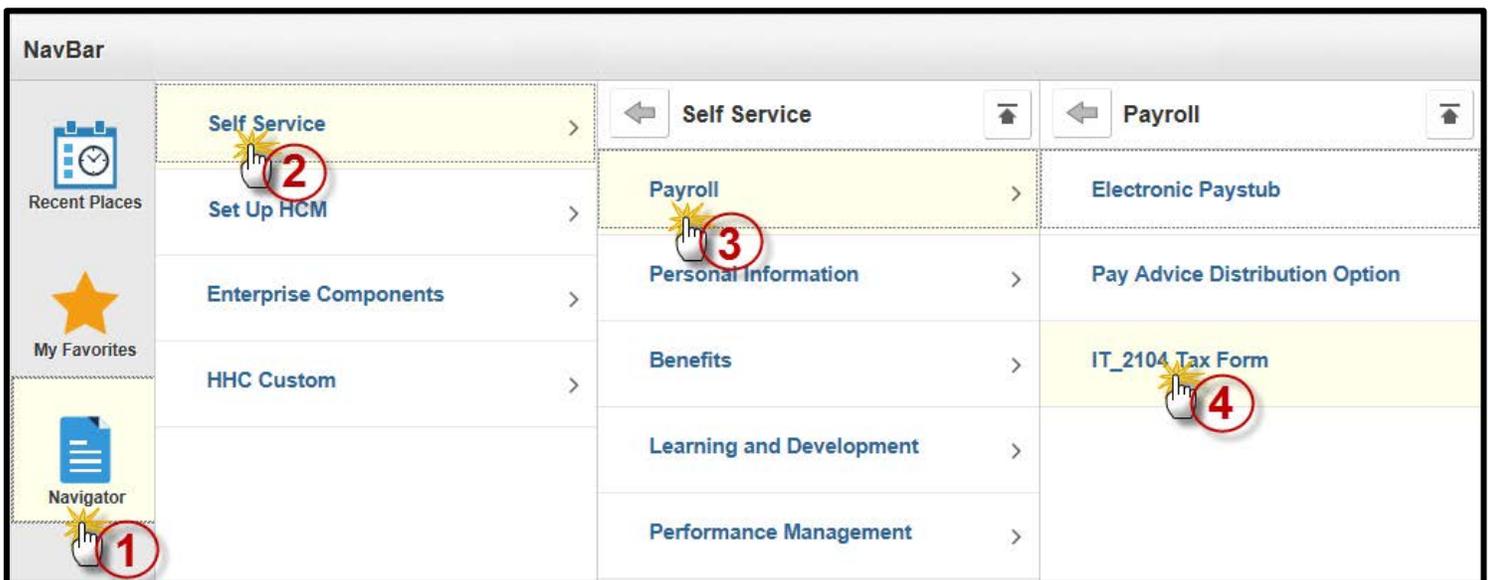# How to Update State Taxes

1. After successfully logging into PeopleSoft, click on the **Navigator** icon on the top right corner of your homepage.

2. Click on **Navigator** icon then click **Self Service > Payroll > IT_2104 Tax Form**

3. Click the **Add a New Value** tab.

4. Please provide an explanation for your request in the "More Information" box; **click** the **Save** button.

5. **Click** the **Attachment** tab.

6. Select **open** to obtain the fillable **IT 2104** tax form.

7. A new tab will open with the fillable form. Complete the form and then **click** the **print** icon🖨.

8. Scan the document and upload it to PeopleSoft by **clicking** the **Attach** button.

9. The File Attachment pop up box will appear. **Click** the **Browse** button to search for your document.
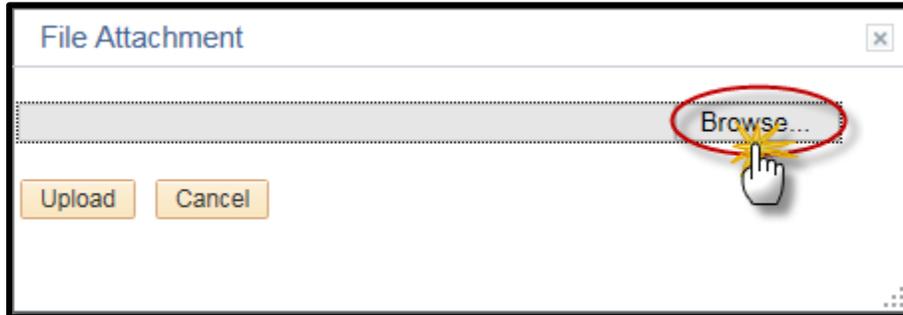
10. After finding your document, **click** the **Upload** button.
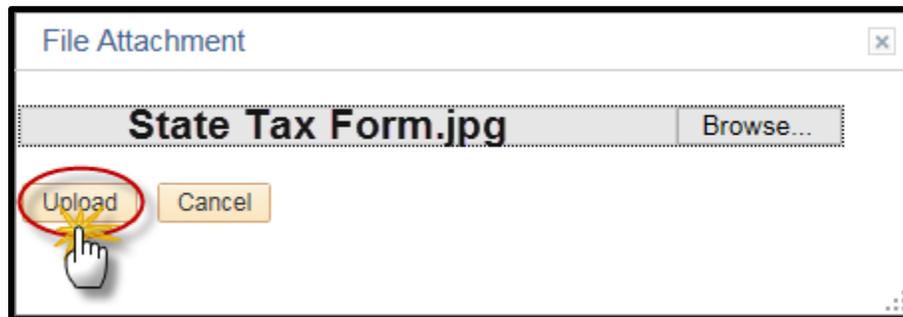
11. After you have attached your document, **click** on the **Form** tab.

12. Click on the **Submit** button.

13. The following screen will appear indicating the status as **Pending**.

Note: Your information has now been submitted for review and updating.