Log in to myWM – Select “Employee” tab, and then “Tax Forms”:

Select “W-4 Tax Exemptions/Allowances”

Select “Update” (at bottom of screen) Here you will see your W-4 information as CURRENTLY filed with the Payroll Office.
Complete the required (*) fields and using the drop down boxes as provided, and then click “Certify Changes” at bottom of the page. The Deduction Effective date will default to the first available change date, based upon your last pay date.

Update W-4 Information

Enter your desired changes and click the Submit Changes button. Please realize that by clicking the Submit Changes button, you are under penalty of perjury if the information submitted is not true and valid. If the Delete box is visible at the bottom of the page, you can delete your change by checking the box and clicking the Submit Changes button.

- * indicates a required field.

Federal Tax
Deduction Effective as of: Jul 25, 2014

If your last name differs from that shown on your Social Security Card, check here. □
Note: You must contact Social Security Administrator for a replacement card.

Effective Date of Change MM/DD/YYYY as of: 02/25/2014
Note: Effective Date must be after Jul 24, 2014 the date you were last paid.

Deduction Status: Active ▲
I claim exemption from withholding for the tax year specified, and I certify that I meet both of the following conditions for exemption.
* Last year I had a right to a refund of all federal income tax withheld because I had no tax liability.
* This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.
If you meet both conditions, select “Exempt” in Deduction Status field.

Filing Status: Single ▲
Number of Allowances 99:
Additional Withholding 00000.00:
Note: Additional amount, if any, you want withheld from each paycheck.

Certify Changes
Restore Original Values

At next screen you must enter your myWM password to certify that the information which you have provided is accurate and complete, then click on the “Submit” button.

W-4 Certification

Enter your PIN and select Submit if you agree with the statement below. Otherwise, select a link and your W-4 changes will not be submitted.

Password: *******************
Submit

You will then see the Tax Update Confirmation screen confirming that your changes were completed successfully.

Tax Update Confirmation

The updates you requested were successfully processed.

Tax updates are processed immediately but are subject to review by the Benefits Administrator or Payroll Office.

IMPORTANT NOTE: Please contact the Benefits Administrator or Payroll Office if you have any questions about the Tax Implications of your changes.

If you have any questions, or require assistance with this form, please contact the Payroll Office at 221-2848.