

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

The screenshot shows the top navigation bar with the William & Mary logo and a crown icon. Below it is a menu with tabs for Personal Information, Employee (selected), Finance, and Banner Password Reset. A secondary navigation bar contains links for RETURN TO MENU, SITE MAP, HELP, and EXIT. The main content area lists several options: Time Sheet, Benefits and Deductions (with a sub-description), Pay Information (with a sub-description), Tax Forms (with a sub-description), Time Off Current Balances and History, and View Employee Leave Balances (with a sub-description).

Select “W-4 Tax Exemptions/Allowances”


The screenshot shows the navigation bar and secondary navigation bar from the previous page. The main content area lists three options: W-4 Tax Exemptions/Allowances, Electronic W2 Consent, and W-2 Year End Earnings Statement.

Select “Update” (at bottom of screen) Here you will see your W-4 information as **CURRENTLY** filed with the Payroll Office.

The screenshot shows the title “W-4 Tax Exemptions/Allowances” and a help icon with the text “Your W-4 information determines the amount of Federal Tax that is withheld from your pay.” Below this are sections for Federal Tax information, including As of Date, Name, Address, Last Name differs from SSN card, Deduction Status, Start Date, End Date, Filing Status, and Number of Allowances. There is also an Additional Withholding section and a Note: “Additional amount, if any, you want withheld from each paycheck.” At the bottom left is a Print button, and at the bottom center are links for History | Update | Contributions or Deductions.

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:

Note: Effective Date must be after Jul 24, 2014 the date you were last paid.

Deduction Status:

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 and

* 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:

Number of Allowances 99 :

Additional Withholding 999999.99 :

Note: Additional amount, if any, you want withheld from each paycheck.

[W-4 Employee's Withholding Allowance Certificate](#)

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.

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

Password

[W-4 Employee's Withholding Allowance Certificate](#)

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.

[W-4 Employee's Withholding Allowance Certificate](#)

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