For instructions on completing Form W-4, please refer to Changes to the 2020 Form W-4 found on the Payroll webpage.

Log in to myW&M BANNER—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.

Federal Tax
Deduction Effective as of: Feb 10,2020

If your last name differs from that shown on your Social Security Card, check here. □

Note: See Form W-4 Instructions.

Effective Date of Change MM/DD/YYYY:
02/10/2020

Note: Effective date must be after Feb 10,2020 the date you were last paid.

Deduction Status:
Exempt *

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 no tax liability and
* This year I expect to have no tax liability.

If you meet both conditions, select “Exempt” in Deduction Status field.

Filing Status:
Single *

NRA Indicator:

Step 2C Indicator:

Dependents Under 13 999999.99 : .00
Multiply the number of qualifying children under age 17 by $2,000.

Other Dependents 999999.99:
Multiply the number of other dependents by $500.

Dependent Amount 999999.99:
Step 3: Add the amounts above and enter the total here.

Other Income 999999.99:
Step 4a) See Form W-4 instructions.

Deductions 999999.99:
Step 4b) See Form W-4 instructions.

Additional Withholding 999999.99:
Step 4c) Enter Withholding. Enter any additional tax you want withheld each pay period.

Certify Changes

You must then certify the information you have submitted by clicking on the “OK” button.

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.

OK Cancel

The Tax Update Confirmation screen will appear, 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.