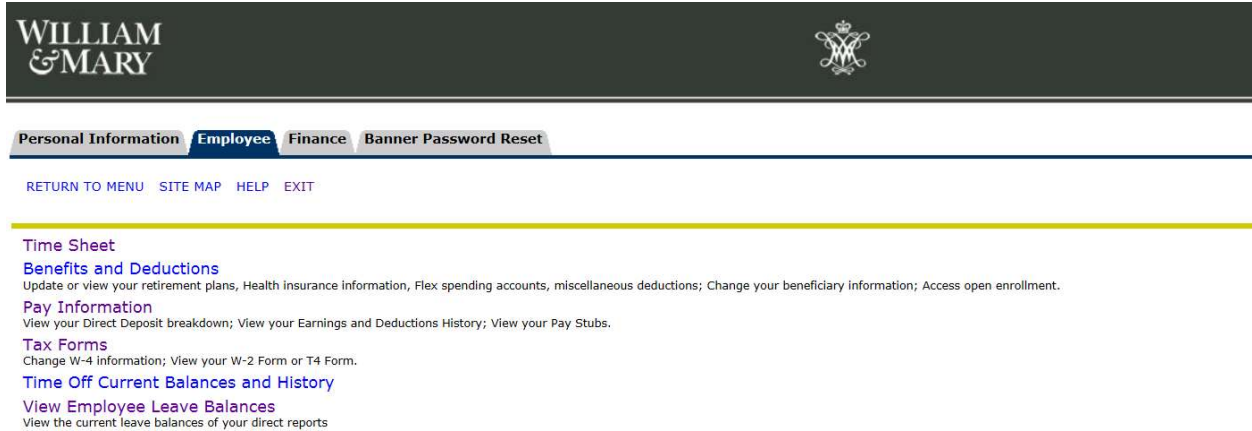


For instructions on completing Form W-4, please refer to [Changes to the 2020 Form W-4](#) found on the Payroll webpage.

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



The screenshot shows the top navigation bar of the myW&M BANNER website. The 'Employee' tab is selected. Below the navigation bar, there are several menu items: 'Time Sheet', 'Benefits and Deductions', 'Pay Information', 'Tax Forms', 'Time Off Current Balances and History', and 'View Employee Leave Balances'. The 'Tax Forms' link is highlighted in yellow.


Select “W-4 Tax Exemptions/Allowances”



The screenshot shows the 'W-4 Tax Exemptions/Allowances' link highlighted in yellow. Below it are other links: '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.

W-4 Tax Exemptions/Allowances

 Your W-4 information determines the amount of Federal Tax that is withheld from your pay.

Federal Tax

As of Date:

Name:

Address:

Last Name differs from SSN card:

Deduction Status:

Start Date:

End Date:

Filing Status:


Number of Allowances:

Additional Withholding:

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

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: 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:
Note: Effective Date must be after Feb 09,2020 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 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:

NRA Indicator:

Step 2C Indicator:

Dependents Under 17 999999.99 :

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) Extra Withholding. Enter any additional tax you want withheld each pay period.

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.

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.