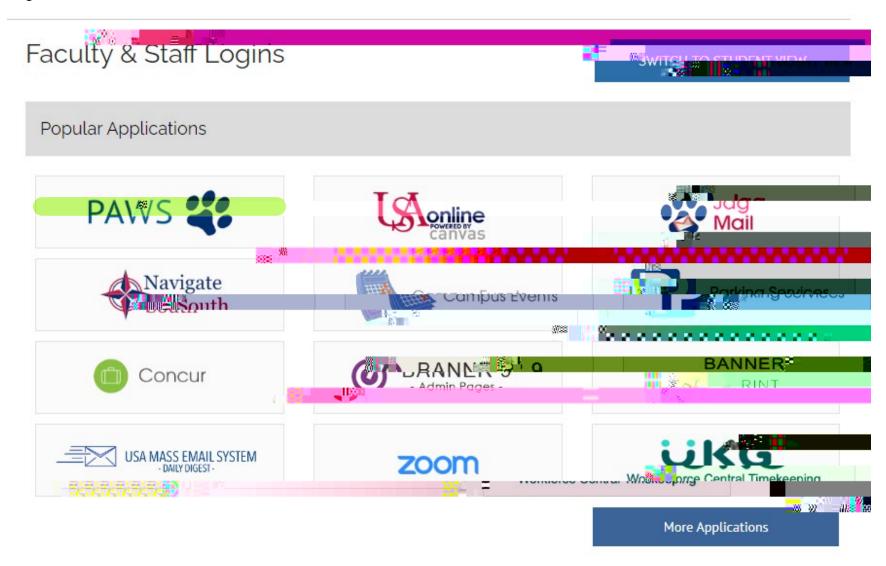# W-4 Form information for employees filing _exempt_

The Internal Revenue Service requires that you fill out a new W-4 form at the beginning of each year if you wish to continue filing exempt.
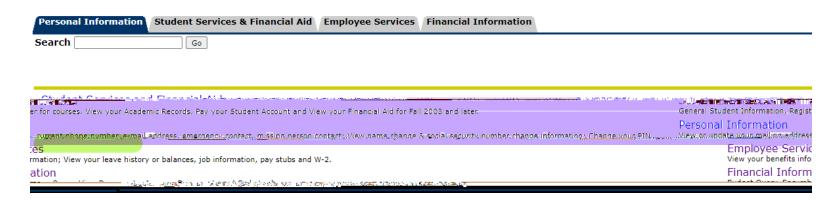
Please carefully read the instructions to verify that you are eligible for exempt status and to complete the new 2024 W-4 form correctly (https://www.irs.gov/pub/irs-pdf/fw4.pdf).

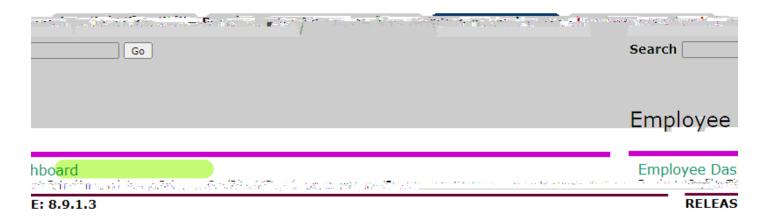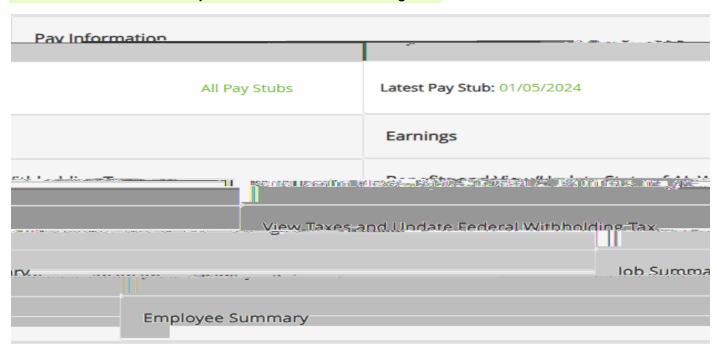# Steps to update your W-4 – Federal Tax Form on PAWS to an _Exempt_ Status:

Log into PAWS

Select Employee Services:

Search [   ] Go

Student Services and Financial Aid

...er for courses, View your Academic Records, Pay your Student Account and View your Financial Aid for Fall 2003 and later.

General Student Information, Regist...

Personal Information

...current phone number, e-mail address, emergency contact, missing person contact; View name change & social security number change information; Change your PIN... View or update your mailing address...

...es

Employee Servic...

...rmation; View your leave history or balances, job information, pay stubs and W-2.

View your benefits info...

...ation

Financial Inform...

Select Employee Dashboard:

[   ] Go   Search [

Employee

...hboard   Employee Das...

E: 8.9.1.3   RELEAS

Select View Taxes and Update Federal Withholding tax:

Pay Information

All Pay Stubs

Latest Pay Stub: 01/05/2024

Earnings

View Taxes and Update Federal Withholding Tax

Job Summary

Employee Summary

Select W-4 Employee's Withholding Allowance Certificate:

Electronic Regulatory Consent

W-2c Corrected Wage and Tax Statement

Status: Active

Status: Active

Select Update ** (bottom of page):

Print

History • **Update** • Contributions or Deductions
W2 Year End Earnings Statement
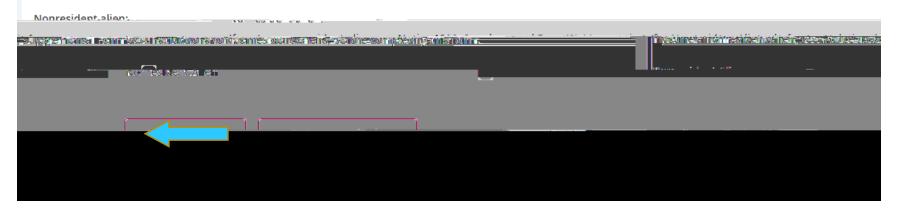
The "Effective Date of Change" should equal 2/15/2024

The "Deduction Status" may show as "Active" –this is where you will update to "Exempt"

Deduction Status: *

Exempt

Click on Certify Change (To save changes):

Nonresident alien:

After selecting click "OK" and you should get the following statement: "The updates you requested were successfully processed."

**Note- Update Process will be unavailable during payroll processing cycles.