

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 2025 W-4 form correctly (

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

Log into PAWS

Faculty & Staff Logins

SWITCH TO STUDENT VIEW

Popular Applications

The screenshot displays a grid of application tiles under the heading "Popular Applications". The tiles include:

- PAWS (with a paw print icon)
- USAonline POWERED BY canvas
- Jug Mail (with a paw print icon)
- Navigate (with a compass icon)
- Campus Events (with a calendar icon)
- Parking Services (with a parking sign icon)
- Concur (with a briefcase icon)
- BANNER 5 - Admin Pages - (with a gear icon)
- BANNER PRINT (with a printer icon)
- USA MASS EMAIL SYSTEM - DAILY DIGEST - (with an envelope icon)
- zoom
- WIKI (with a person icon)
- Workforce Central Timekeeping (with a clock icon)

A "More Applications" button is located at the bottom right of the grid.

Select

Select View Taxes and Update Federal Withholding tax:

The screenshot shows a navigation menu with the following items:

- 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:

The screenshot shows the W-4 form details with the following information:

- View Taxes and Update Federal Withholding Tax
- Electronic Regulatory Consent
- W-2c Corrected Wage and Tax Statement
- Filing Status: Single
- Status: Active
- Number of Allowances: 0
- Filing Status: Zero Exemptions
- 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 2/15/2025

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: *

02/15/2025



Name: Effective Date must be after 1/25/2024, the date you were hired.

In the following conditions for non-employees, you must have a valid Social Security number and a valid address.

* Last year's federal tax liability and...

* This year's federal tax liability, if you are a non-employee...

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

Click on **Certify Change** (To save changes):

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

**Note-