Update Federal tax withholding

Log in to the GWEB Information System

Use your @gwu.edu email address

Click Current Students, Faculty/Staff, or Alumni as of 2019

Use your @gwu.edu email address
Under the Employee Information Menu Tab Click Health and Welfare Benefits
Click on Taxes and Miscellaneous
Locate your Federal Income Tax deduction and Click Update.
Choose the day after the effective date or in a future pay period. See payroll calendar for help.

Update the appropriate fields for the changes you would like to make (filing status, additional withholding, etc.). See the Federal W4 form for help.

Click Certify Changes
Confirm your selection

Choose Miscellaneous to verify your changes and see your current selections