

Update Federal tax withholding

Log in to the [GWEB Information System](#)

The screenshot shows the GW Technology GWeb Sign-on page. The browser address bar displays <https://it.gwu.edu/gweb>. The page header includes the GW Technology logo and a "GET HELP" button. A navigation bar contains links for "I want to", "Services", "Resources for", "Alerts", "Security", and "About". A breadcrumb trail shows "Home > I want to > GWeb".

On the left side, there is a vertical menu with the following items: Telecommute, Log In To GWeb, About GWeb Access, Access Blackboard, Access Internet, Activate or access GW email, Chat with Martha, Download Software, Reset my email password, Reset my GWeb PIN, Reset my voicemail PIN, and Set up my office phone.

The main content area features the heading "GWeb Sign-on" and the instruction "Sign in using the appropriate button below." Below this, there are two columns of buttons:

- Access with GW Email** (highlighted with a red box):
 - Current Students
 - Current Faculty & Staff
 - Alumni as of 2019
- Access with GWID & PIN**:
 - Applicants
 - Former Faculty & Staff
 - Alumni prior to 2019

Text instructions include: "Current students, faculty, staff, and alumni as of 2019: Log into the GWeb Information System using your GW email address (NetID@gwu.edu) and password." and "Former Students: If you are a former student (currently not a student or have not graduated from GW within the past year), click the Current Students button to access GWeb with your GW Email (NetID & Password). If it has been more than one year since you were a former student, click the Applicants button to access GWeb with your GWID & Pin."

A yellow callout box on the left contains the text "Click Current Students, Faculty/Staff, or Alumni as of 2019" with three red arrows pointing to the "Current Students", "Current Faculty & Staff", and "Alumni as of 2019" buttons.

❖ Use your [@gwu.edu](mailto:NetID@gwu.edu) email address

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Banner Secured Area

https://banweb.gwu.edu/PRODCartridge/twbkwbis.P_GenMenu?name=pmenu.P_Main

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THE GEORGE WASHINGTON UNIVERSITY WASHINGTON, DC

GWeb
INFORMATION SYSTEM

Personal Information Menu **Employee Information Menu** GW Alert Login Portal

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Employee Information

The George Washington University makes every reasonable effort to collect and maintain accurate data regarding its employees. However, in the event that the information contained herein is incorrect due to a clerical error or an omission, the University shall not be held liable for any special, consequential, exemplary, or other damages or losses that may directly or indirectly result from the viewer's use of or reliance upon, this material. Therefore, please carefully read the information herein, proofread your changes and report any inaccuracies to the Human Resources or Payroll Services.

Please note the new menu item below. The Employee Information menu item will launch the new Banner where you will now find Labor Redistributions among other more modern features. Click [here for the details](#).

- Employee Information NEW**
 - Labor Redistributions
 - Effort Reporting
 - Employee Profile
- Retirement Benefits**

Please visit [NetBenefits](#) or call a retirement plan representative at 1-800-424-6343 to access your retirement savings account(s). This Web site, hosted by Fidelity Investments, will allow you to enroll with either investment provider (TIAA or Fidelity), change your payroll contribution percentage, change investment providers and more! For additional information, visit the [Benefits](#) website.
- Health and Welfare Benefits**

Please visit [EasyEnroll](#) to newly enroll in the health and welfare plans, make changes due to a qualifying life event, view your current elections and more! For additional information, visit the [Benefits](#) website.
- Pay Information**
 - View your Pay Stubs
 - View your Direct Deposit breakdown.
 - View your Modify Direct Deposit.
 - View your Earnings History.
 - View your Deductions History.
 - View your D.C. Wage Notification.
 - View your Easy View Paycheck - On-Line Direct Deposit Notification
- Tax Forms**
 - View W-4 information.
 - Print your W2-Form

Under the Employee Information Menu Tab Click Health and Welfare Benefits

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https://banweb.gwu.edu/PRODCartridge/twbkwbis.P_GenMenu?name=pmenu.P_BenMer

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Benefits and Deductions

 [Retirement Plans](#)
If you are eligible to participate in the GW Retirement Plans, please visit [Benefits](#) to access your retirement accounts. This Web site, hosted by Fidelity Investments, will allow you to enroll with either investment provider (TIAA or Fidelity), change your payroll contribution percentage, change investment providers and more! For additional information, visit the [Benefits](#) website.

 [Health & Welfare Benefits Plans](#)
If you are eligible to participate in the GW Health and Welfare benefits plans, please visit [EasyEnroll](#) to newly enroll, make changes due to a qualifying life event, view your current elections and more! To speak with a customer service representative call **1 (888)-4GWUBEN (or 1-888-449-8236)**. For additional information, visit the [Benefits](#) website.

 [Taxes and Miscellaneous](#)
View your payroll taxes and other miscellaneous deductions. For Payroll questions please contact the payroll department at payroll@gwu.edu.

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Click on Taxes and Miscellaneous

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https://banweb.gwu.edu/PRODCartridge/bwpkdcmm.P_DispenCurMisc

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Contact Payroll Services should you have questions or wish to enroll in and make changes to your current elections for:

- Federal/Local Income Taxes
- Garnishments/Levies
- Health and Wellness Center
- GW Gifts
- SmarTrip

FICA - Medicare
Benefit or Deduction as of date: 06/15/20
Status of Benefit or Deduction: Active
Start Date: 06/09/14
End Date:

[History](#) | [Contributions or Deductions](#)

FICA - Old Age
Benefit or Deduction as of date: 06/15/20
Status of Benefit or Deduction: Active
Start Date: 06/09/14
End Date:

[History](#) | [Contributions or Deductions](#)

Federal Income Tax Withheld
Benefit or Deduction as of date: 06/15/20
Status of Benefit or Deduction: Active
Start Date: 06/09/14
End Date:
Filing Status: Married
Number of Allowances: 0
NRA Indicator: No
Step 2C Indicator: No
Year Ind:
Additional Withholding: 300.00
Dependent Amount:
Other Income:
Deductions:

[History](#) | [Update](#) | [Contributions or Deductions](#)

Locate your Federal Income Tax deduction and Click Update

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https://banweb.gwu.edu/PRODCartridge/bwpkdcmn.P_UpdateDednMisc?dcde=FIT

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Enter your desired payroll deduction and click the Submit Changes button. The Effective Date of Change must be in the current or future pay period. Please refer to the [payroll calendar](#) for help.

If you are making a sustaining gift to GW through a payroll deduction, thank you and the Annual Giving team (giving@gwu.edu) will follow-up with an email to confirm your gift allocation. You may designate your gift to any campus fund. If we do not hear back from you, your gift will support the Power & Promise fund for student aid.

The IRS released a new W-4 form for 2020. The filing status and additional withholding amount (if any) will be different than the 2019 form. The number of allowances/exemptions are no longer used. If you would like to review that information you can visit the [IRS website](#).

* - indicates a required field.

Federal Income Tax Withheld
Deduction Effective as of: 06/15/20

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 in the current or future pay period.

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 :

Other Dependents 999999.99 :

Dependent Amount 999999.99 :

Other Income 999999.99 :

Deductions 999999.99 :

Additional Withholding 999999.99 :

Multiply the number of qualified dependents by the number of allowances on your Form W-4.
Step 3: Add the amounts above.
Step 4a) See Form W-4 instructions.
Step 4b) See Form W-4 instructions.
Step 4c) Extra Withholding. Enter any additional tax you want withheld each pay period.

Certify Changes

Restore Original Values

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

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https://banweb.gwu.edu/PRODCartridge/bwpkdcmn.P_UpdateDednMisc?dcd=FIT

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If you are making a sustaining gift to GW through a payroll deduction, thank you and the Annual Giving team (giving@gwu.edu) will follow-up with an email to confirm your gift allocation. You may designate your gift to any campus fund. If we do not hear back from you, your gift will support the Power & Promise fund for student aid.

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* - indicates a required field.

Federal Income Tax Withholding
Deduction Effective as of:

If your last name differs from your Social Security card, please enter your Social Security number. Note: See Form W-4 instructions for more information.

Effective Date of Change MM/YY:
Note: Effective Date must be in the current or future pay period.

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.

Confirm your selection

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.

File Edit View History Bookmarks Tools Help

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https://banweb.gwu.edu/PRODCartridge/bwpkdupd.P_UpdateDednProcess

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Search [SITE MAP](#) | [HELP](#) | [EXIT](#)

Tax Update Confirmation

The updates you requested were successfully processed and will be effective for the pay period selected. If you wish to make changes to your state withholding click Miscellaneous.

[Miscellaneous](#)

[[Benefits and Deductions Menu](#) | [Employee Main Menu](#) | [Main Menu](#)]

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Choose [Miscellaneous](#) to verify your changes and see your current selections