Renewing Federal Withholding Tax Exemption

Log in to the GWEB Information System

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
Update Miscellaneous Benefit Information

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 default to those numbers of allowances/exemptions are no longer used. If you would like to review that information you can access your W-4.

- indicates a required field.

Federal Income Tax Withheld
Deduction Effective as of: 01/14/21

If your last name differs from that shown on your Social Security Card, check here. [ ]

Net: 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 one or 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:
Nonresident Alien: [ ] Married

Steps:
1. Multiply the number of qualifying children under age 17 by $2,000.
2. Multiply the number of other dependents by $500.
3. Add the amounts above and enter the total here.
4a) See Form W-4 instructions.
4b) Enter any additional tax you want withheld each pay period.

Certify Changes

Click Certify Changes

Enter the effective date of 2/18/21

Deduction status should be Exempt
Confirm your selection
Choose Miscellaneous to verify your changes and see your current elections.