

VA-MD-DC Changing State Withholding

- ❖ Only VA-MD-DC can be updated on the GWEB. For other states, visit the Payroll website: <https://hr.gwu.edu/payroll-forms> and submit the completed forms to payroll@gwu.edu.
- ❖ This is a 2 step process. Step 1: Deactivate your current state withholding. Step 2: Activate new state tax withholding.

Step 1:

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

The screenshot shows the GWeb Sign-on page. The browser address bar displays <https://it.gwu.edu/gweb>. The page header includes the GW Technology logo and a navigation menu with links for Home, I want to, Services, Resources for, Alerts, Security, and About. A sidebar on the left lists various services like Telecommute, Log In To GWeb, and Access Blackboard. 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. The left column, titled "Access with GW Email", contains buttons for "Current Students", "Current Faculty & Staff", and "Alumni as of 2019". The right column, titled "Access with GWID & PIN", contains buttons for "Applicants", "Former Faculty & Staff", and "Alumni prior to 2019". A yellow callout box with arrows pointing to the "Current Students", "Current Faculty & Staff", and "Alumni as of 2019" buttons contains the text: "Click Current Students, Faculty/Staff, or Alumni as of 2019". A red box highlights the "Access with GW Email" heading.

- ❖ Use your [@gwu.edu](#) email address

File Edit View History Bookmarks Tools Help

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 use of this information. Therefore, please carefully read the information herein, proofread your changes and report any inaccuracies to the Payroll Services.

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

Under the Employee Information Menu Tab choose Health and Welfare Benefits

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

Please visit [NetBenefits](#) or call a retirement plan representative at 1-800-343-0860 to access your retirement savings account(s). This Web site, hosted by Fidelity Investments, will allow you to enroll with either investment provider (Fidelity 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

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HELP EXIT

Benefits and Deductions

- Retirement Plans**
If you are eligible to participate in the GW Retirement Plans, please visit [EasyEnroll](#) 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 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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Note: A yellow callout bubble points to the 'Taxes and Miscellaneous' link with the text: 'Click on Taxes and Miscellaneous'.

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

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Deductions:

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

SmarTrip Trans. Reduction
Benefit or Deduction as of date: 06/11/20
Status of Benefit or Deduction: Terminated
Start Date: 09/11/16
End Date: 10/09/16
Employee Reduction Amount: .00
Annual Limit: .00

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

Virginia Income Tax
Benefit or Deduction as of date: 06/11/20
Status of Benefit or Deduction: Active
Start Date: 06/09/14
End Date:
#Exmptns: 1
Additional Withholding:

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

Add a New Benefit Or Deduction

[[Retirement Plans](#) | [Health Insurance](#)]

RELEASE: 8.16.1G

Note: A yellow callout bubble points to the 'Update' link for Virginia Income Tax with the text: 'Locate your current/active state deduction and click Update'. The 'Virginia Income Tax' section is highlighted with a red box.

File Edit View History Bookmarks Tools Help

Banner Secured Area

https://banweb.gwu.edu/PRODCartridge/bwpkdcnm.P_UpdateDednMisc?dcde=VA

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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.

In order to claim Exempt from Withholding, you must complete a [paper form](#)

* - indicates a required field.

Virginia Income Tax
Deduction Effective as of: 06/01/20

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:* 06/01/2020
Note: Effective Date must be in the current or future pay period.

Deduction Status:*
Active Exempt Inactive
You are not subject to withholding if you meet any one of the conditions listed below for each calendar year you claim exemption from Virginia withholding.
a. You had no liability for Virginia income tax last year and you do not expect to have any liability for this year
b. You expect your Virginia adjusted gross income to be less than the amount shown below for your filing status:
• Single \$11,950
• Married \$23,900
• Married, filing separate return \$11,950

If you are claiming exemption under the Servicemember Civil Relief Act, as amended by the Military Spouses Residency Relief Act you must complete a paper VA-4 and send to Payroll Services.

#Exmptns 99 :* 1

Additional Withholding 999999.99 :

Certify Changes

Restore Original Values

Miscellaneous

Choose a date in the current or a future pay period. See [payroll calendar](#) for help.

Choose [Inactive](#) from the drop down menu.

Click [Certify Changes](#).

The screenshot shows a web browser window with the address bar displaying https://banweb.gwu.edu/PRODCartridge/bwpkdcmn.P_UpdateDednMisc?dcde=VA. The page content includes instructions for entering payroll deduction information and a confirmation dialog box. The dialog box contains the text: "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." Below this text are "OK" and "Cancel" buttons. A yellow callout bubble with the text "Confirm your selection" points to the "OK" button.

File Edit View History Bookmarks Tools Help

Banner Secured Area

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 will support the Power & Promise fund for student aid.

In order to claim Exempt from Withholding, you must complete a [paper form](#)

* - indicates a required field.

Virginia Income Tax Deduction Effective as of:

If your last name differs from Note: See Form W-4 instructions

Effective Date of Change MM Note: Effective Date must be in

Deduction Status:* Active

You are not subject to withholding if you meet any one of the conditions listed below. Form VA-4 must be filed with your employer for each calendar year you claim exemption from Virginia withholding.

a. You had no liability for Virginia income tax last year and you do not expect to have any liability for this year

b. You expect your Virginia adjusted gross income to be less than the amount shown below for your filing status:

- Single \$11,950
- Married \$23,900
- Married, filing separate return \$11,950

If you are claiming exemption under the Servicemember Civil Relief Act, as amended by the Military Spouses Residency Relief Act you must complete a paper VA-4 and send to Payroll Services.

#Exmptns 99 :* 1

Additional Withholding 999999.99 :

Delete this change:

Note: If you have altered any values on this page you will not be able to delete this record.

Certify Changes

Restore Original Values

Miscellaneous

Step 2: How to set up new state withholding

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

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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 activate a different state tax.

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Banner Secured Area

https://banweb.gwu.edu/PRODCartridge/bwpkdcnm.P_DisDednCurMisc

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Deductions:

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

SmartTrip Trans. Reduction
 Benefit or Deduction as of date: 06/11/20
 Status of Benefit or Deduction: Terminated
 Start Date: 09/11/16
 End Date: 10/09/16
 Employee Reduction Amount: .00
 Annual Limit: .00

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

Virginia Income Tax
 Benefit or Deduction as of date: 06/11/20
 Status of Benefit or Deduction: Active
 Start Date: 06/09/14
 End Date:
 #Exmptns: 1
 Additional Withholding:

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

[[Retirement Plans](#) | [Health Insurance](#)]

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Click Add a New Benefit or Deduction to add a new state tax withholding.

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Banner Secured Area x +

https://banweb.gwu.edu/PRODCartridge/bwpkdcmn.P_UpdateDednSelNew

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Select New Benefit/Deduction

 For information regarding benefit offerings, plan details, enrollment instructions and more, please visit <http://financeoffice.gwu.edu/benefits>.

Benefit or Deduction Eligible as of 06/11/20

Description	Message My Choice
District of Columbia Inc. Tax	<input checked="" type="radio"/>
GW Gift Deduction GWeb	<input type="radio"/>
Maryland Income Tax	<input type="radio"/>
Virginia Income Tax	<input type="radio"/>

[Miscellaneous](#)

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Choose the correct state tax and click Select Benefit.

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

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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.

In order to claim Exempt from Withholding, you must complete a [paper form](#)

* - indicates a required field.

District of Columbia Inc. Tax Deduction Effective as of: 06/01/20

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:* 06/02/2020
Note: Effective Date must be in the current or future pay period.

Deduction Status:* Active

Before claiming exemption from withholding, read below.

I am exempt because: last year I did not owe any DC income tax and had a right to a refund of all DC income tax withheld from me; and this year I do not expect to any DC income tax and expect a full refund of all DC income tax withheld from me; and I qualify for exempt status on federal Form W-4.

If you are claiming exempt from DC withholding because you are a military spouse you must complete Form D-4A – Certificate of Nonresidence in the District of Columbia.

If you are not a resident of DC you must file a Form D-4A with your employer to establish that you are not subject to DC income tax withholding. You qualify as a nonresident if:

- Your permanent residence is outside DC during all of the tax year and you do not reside in DC for 183 days or more in the tax year.
- You are a service member's spouse. Employees who are residents of DC should file a Form D-4, Employee Withholding Allowance Certificate at http://otr.cfo.dc.gov/sites/default/files/dc/sites/otr/publication/attachments/2012_d-4a_fill-in_form_pdf_0.pdf.

Filing Status:* Head of Household

#Exempts 99 :*

Additional Withholding 999999.99 :

Certify Changes

Restore Original Values

Miscellaneous

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Choose the day after the effective date of the inactivated state tax. See [payroll calendar](#) for help.

Choose Active

Update your filing status, number of allowances or additional withholding, if any, and click Certify Changes.

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

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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 Office will support the Power & Promise fund for student aid. You may designate your gift to any campus fund. If you wish to make changes to your state withholding, click Miscellaneous.

In order to claim Exempt from Withholding, you must complete a [paper form](#)

* - indicates a required field.

Virginia Income Tax Deduction Effective as of:

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

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

OK Cancel

Deduction Status: Active

You are not subject to withholding if you meet any one of the conditions listed below. Form VA-4 must be filed with your employer for each calendar year you claim exemption from Virginia withholding.

a. You had no liability for Virginia income tax last year and you do not expect to have any liability for this year
 b. You expect your Virginia adjusted gross income to be less than the amount shown below for your filing status:

- Single \$11,950
- Married \$23,900
- Married, filing separate return \$11,950

If you are claiming exemption under the Servicemember Civil Relief Act, as amended by the Military Spouses Residency Relief Act you must complete a paper VA-4 and send to Payroll Services.

#Exmptns 99 : * 1

Additional Withholding 999999.99 :

Delete this change:

Note: If you have altered any values on this page you will not be able to delete this record.

Certify Changes

Restore Original Values

Miscellaneous

Confirm your selection

File Edit View History Bookmarks Tools Help

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GWeb INFORMATION SYSTEM

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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 elections.

