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](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](https://hr.gwu.edu/payroll-forms)

- Click *Current Students*, *Faculty/Staff*, or *Alumni as of 2019*
- Use your @gwu.edu email address
Under the Employee Information Menu Tab choose Health and Welfare Benefits
Click on Taxes and Miscellaneous.

Locate your current/active state deduction and click Update.
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.
Step 2: How to set up new state withholding

<table>
<thead>
<tr>
<th>Deduction Status:</th>
<th>Active</th>
</tr>
</thead>
<tbody>
<tr>
<td>You are not subject to withholding if you meet any of the conditions listed below. Form VA-4 must be filed with your employer for each calendar year you claim exemption from Virginia withholding.</td>
<td></td>
</tr>
<tr>
<td>a. You had no liability for Virginia income tax last year and you do not expect to have any liability for this year.</td>
<td></td>
</tr>
<tr>
<td>b. You expect your Virginia adjusted gross income to be less than the amount shown below for your filing status:</td>
<td></td>
</tr>
<tr>
<td>- Single $11,950</td>
<td></td>
</tr>
<tr>
<td>- Married, filing separate return $11,950</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>

Additional Withholding: 9999999.99

Delete this change: [ ]

Certify Changes

Restore Original Values
Choose **Miscellaneous** to activate a different state tax.

Click Add a New Benefit or Deduction to add a new state tax withholding.
Choose the correct state tax and click Select Benefit.
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.
Confirm your selection

Choose Miscellaneous to verify your changes and see your current elections.