**VA-MD-DC Initial State Withholding set up**

- Only VA-MD-DC can be set up 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

Log in to the **GWEB Information System**

![GWEB Sign-on](image)

- 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
Choose the correct state tax and click Select Benefit.

Click Add a New Benefit or Deduction to add a new state tax withholding.
Choose your start date as the effective date.

Choose Active and update your filing status, number of allowances or additional withholding, if any, and click Certify Changes.
In order to claim Exempt from Withholding, you must complete a paper form.

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge, belief, it is true, correct, and complete.

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.

Certify Changes
Restore Original Values
You can also use this same screen to update your Federal tax withholding W4.