Update W4 Address

IMPORTANT NOTE: Updating your W4 address does not update your State Withholding Information. If you change your state of residence, you must update your state tax withholding using these instructions: Changing State Withholding. Updating your phone number is optional.

Log in to the GWEB Information System

GWeb Sign-on

Sign in using the appropriate button below.

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.

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.

Access with GW Email

Access with GWID & PIN

Click Current Students, Faculty/Staff, or Alumni as of 2019

Use your @gwu.edu email address
Click Personal Information Menu

Click Update Address(es) and Phone(s)
**Update Addresses and Phones - Select Type**

Your active addresses are displayed in order by address type. Click the "Current" link next to the address for which you want to change the primary phone number.

**Work Location**: Address of where you work more than 50% of the time. [Detailed instructions: Special No Current]

**Current**: Your local address during the academic year if you do not live in a residence hall. For internation

**Permanent**: Address for general information mailings. Bills, grades, and diplomas will also go here unless Billing: Address you want bills sent to (if different from Permanent address).

**Campus Office**: Your on-campus office address.

**Check "&" W4**: This address appears on your paycheck and is where your Form W2 is mailed. It is used for Diploma: Address you want your diploma sent to.

**Grading**: Address you want your grades sent to (if different from Permanent address).

**Refund**: Address you want refunds sent to (if different from Current address).

<table>
<thead>
<tr>
<th>Addresses and Phones</th>
<th>Phones</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Permanent</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Current</strong>: 05/24/21 to (No end date)</td>
<td><strong>Primary</strong>: None Provided</td>
</tr>
<tr>
<td>111 Main St.</td>
<td></td>
</tr>
<tr>
<td>Washington, District of Columbia 20052</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Campus Office</strong></th>
<th><strong>Phones</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current</strong>: 01/11/21 to (No end date)</td>
<td><strong>Primary</strong>: 571-5538508</td>
</tr>
<tr>
<td>Payroll Services</td>
<td></td>
</tr>
<tr>
<td>45155 Research Pl Suite 155D</td>
<td></td>
</tr>
<tr>
<td>Ashburn, Virginia 20147</td>
<td></td>
</tr>
<tr>
<td>Loudoun</td>
<td></td>
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<tr>
<td>United States of America</td>
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<tr>
<td>Washington, District of Columbia 20052-0001</td>
<td></td>
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</table>

Type of Address to Insert: **Select**

Submit
Update Address(es) and Phone(s)

To add or change your address you must enter at least an Address Line 1, City, State and Zip Code. Foreign addresses require at least Address Line 1.

Please do not enter a Nation for addresses within the United States.

W4 addresses are now being verified against the US Postal Service (USPS) database. This verification will be applied when any data on this page is updated. The name of your department, Address Line 2, the street number, street name and office/suite of your work location if allowed by the address verify criteria.

For International Student Employer Address: Address Line 1 = Name of the Employer. Address Line 2 = Street address. Address Line 3 = Office/suite number. Add the name of your department. Address Line 4 = City, State and Zip Code. Address Line 5 = Country.

Check & W4 Address
Valid From This Date: MM/DD/YYYY: 05/24/2021
Until This Date: MM/DD/YYYY: 06/04/2021
Address Line 1: 111 Main St
Address Line 2:
Address Line 3:
City: Washington
State or Province: District of Columbia
Zip or Postal Code: 20052-0001
County: Not applicable
Nation: Not applicable
Delete this Address: No

Delete this Address:
Primary Phone Number For This Address:
Phone Type: Select
Area Code: Select
Phone Number: Select
Extension: Select
International Access Code and Phone Number: Select
Unlisted Phone Number: Select
Delete Phone Number: Select

Submit
Reset

Select a Different Address to Update

RELEASE: 6.7
Update Addresses and Phones - Select Type

Your active addresses are displayed in order by address type. Click the "Current" link next to the address to update.

- **Work Location**: Address of where you work more than 50% of the time. Detailed instructions: Special Note for Current: Your local address during the academic year if you do not live in a residence hall. For international students, this is your permanent address.
- **Permanent**: Address for general information mailings. Bills, grades, and diplomas will also go here unless you specify otherwise.
- **Billing**: Address you want bills sent to (if different from Permanent address).
- **Campus Office**: Your on-campus office address.
- **Check & W4**: This address appears on your paycheck and is where your Form W2 is mailed. It is used for all payroll services.
- **Diploma**: Address you want your diploma sent to.
- **Grading**: Address you want your grades sent to (if different from Permanent address).
- **Refund**: Address you want refunds sent to (if different from Current address).

### Addresses and Phones

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**Type of Address to Insert**: Check & W4 Address

Click Submit

Click Submit
Update Address(es) and Phone(s)

To add or change your address you must enter at least an Address Line 1, City, State and Zip Code. Foreign addresses require at least:

W4 addresses are now being verified against the US Postal Service (USPS) database. This verification will be applied when any data on the name of your department, Address Line 2 the street number, street name and office/suite of your employer.

For International Student Employer Address: Address Line 1 = Name of the Employer, Address Line 2 = Address Line 3 = Country (eg. United States) and Country Code (eg. 301)

Check & W4 Address
Valid From This Date:MM/DD/YYYY
06/05/2021
Until This Date:MM/DD/YYYY

Address Line 1:
123 Broadway

Address Line 2:

Address Line 3:

City:
Washington

State or Province:
District of Columbia

ZIP or Postal Code:
20052-0001

County:
Not Applicable

Nation:
Not Applicable

Delete this Address:

Primary Phone Number For This Address:
Area Code

Phone Number

Extension

International Access Code and Phone Number

Unlisted Delete

Phone Type

Select

Area Code

Phone Number

Ext.

International Access Code and Phone Number

Unlisted Delete

Submit

Reset

Select a Different Address to Update

RELEASE: 8.7