Update 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.

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 UserID. 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.

Need to make updates to your two-step authentication methods?
You can update your two-step authentication methods by signing into Microsoft Authenticator Security Info, or visit our two-step authentication page for more information, including detailed instructions on how to modify your authentication methods.

Click Current Students, Faculty/Staff, or Alumni as of 2019
Click Current next to the address you would like to 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 an address type.

- **Work Location:** Address of where you work more than 50% of the time. 
- **Detailed instructions:** Special Note for Telework
- **Current:** Your local address during the work week
- **Permanent:** Address for general information 
- **Housing:** Your residence hall address
- **Billing:** Address for your bills
- **Campus Office:** Your on-campus office
- **Check & W4:** Address appears on your paycheck and W4 form. It is used for all official bank and withholding (w-2)
- **Grading:** Address you want your grades sent to (if different from Permanent address)
- **Refund:** Address you want your refund 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><strong>Phones</strong></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</td>
<td>20052</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</td>
<td>20147</td>
</tr>
<tr>
<td>Loudoun</td>
<td></td>
</tr>
<tr>
<td>United States of America</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 an Address Line 1, Street Name, City, and Country. 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 Line 1 should reflect the name of your department, Address Line 2 the street number, street name and office/suite of your work location.

For International Student Employer Address: Address Line 1 = Name of the Employer, Address Line 2 = Address of the Employer.

Permanent

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: 20032
County: Not Applicable
Nation: Not Applicable
Delete this Address: [ ]

Primary Phone Number For This Address:
Area Code:
Phone Number:
Extension: ...OR...
International Access Code and Phone Number: [ ]

Phone Type: [ ]
Area Code:
Phone Number:
Ext.: ...OR...
International Access Code and Phone Number: [ ]

Submit [ ] Reset [ ]

Select a Different Address to Update
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 more information.

**Work Location:** Address of where you work more than 50% of the time. Detailed instructions, Special Notes
**Current:** Your local address during the academic year if you do not live in a residence hall. For international
**Housing:** Your residence hall address.
**Permanent:** Address for general information mailings. Bills, grades, and diplomas will also go here unless another
**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).

### Addresses and Phones

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**Type of Address to Insert:**

- [ ] Permanent

[Click Submit]

**RELEASE: 8.7**
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. 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. The address Line 1 should reflect the name of your department, Address Line 2 the street number, street name and office/suite of your work location.

For International Student Employer Address: Address Line 1 = Name of the Employer Address Line 2 = Division, department

Permanent
Valid From This Date: 06/05/2021
Until This Date: 
Address Line 1: 123 Broadway
Address Line 2: 
Address Line 3: 
City: Washington
State or Province: District of Columbia
ZIP or Postal Code: 20052
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 Unlisted Delete

Phone Type
Select ☑
Select ☑
Select ☑
Select ☑
Select ☑
Select ☑

Submit Reset
Select a Different Address to Update