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

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
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
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.

<table>
<thead>
<tr>
<th>Description</th>
<th>Message My Choice</th>
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<tbody>
<tr>
<td>District of Columbia Inc. Tax</td>
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<tr>
<td>GW Gift Deduction GWeb</td>
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<tr>
<td>Maryland Income Tax</td>
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<td>Virginia Income Tax</td>
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For information regarding benefit offerings, plan details, enrollment instructions and more, please visit [http://financeoffice.gwu.edu/benefits](http://financeoffice.gwu.edu/benefits).
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.