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 and submit the completed forms to payroll@gwu.edu

Log in to the **GWEB Information System**

Click Current Students, Faculty/Staff, or Alumni as of 2019.
Click View/Update VA-MD-DC State Tax Withholding.

Click Add New State Withholding Deduction.
Choose the state you are adding.

Choose your hire date for the effective date. See payroll calendar for help. Enter your filing status, number of exemptions, amount for additional withholding (leave blank if 0), or claim Exempt. Check the consent box and click Certify Changes.
Click Return.

<table>
<thead>
<tr>
<th>State Withholding</th>
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<td>The updates you requested were successfully processed and will be effective for the pay period selected. If you wish to make changes to your state withholding, click return.</td>
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[Submit]