

# Renewing Federal Withholding Tax Exemption

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## 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 [UserID](#) 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 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.

#### Access with UserID

Current Students

Current Faculty & Staff

Alumni 2019 and after

#### Access with GWID & PIN

Applicants

Former Faculty & Staff

Alumni prior to 2019

Click Current Students, Faculty/Staff, or Alumni 2019 and after



Personal Information Menu

**Employee Information Menu**

Search

Go

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## Employee Information

*The George Washington University makes every reasonable effort to collect and maintain accurate data regarding its employees. However, in the event that the information contained herein is incorrect due to a clerical error or an omission, the University shall not be held liable for any special, consequential, exemplary, or other damages or losses that may directly or indirectly result from the viewer's use of or reliance upon, this material. Therefore, please carefully read the information herein, proofread your changes and report any inaccuracies to Human Resources, Benefits Administration or Payroll Services.*

**Please note the new menu item below. The Employee Information menu item will launch the new Banner 9 Employee Self-Service application where you will now find Labor Redistributions among other more modern features. Click [here](#) for the [Labor Redistribution User Guide](#).**

### **Employee Information NEW**

[Labor Redistributions](#)  
[Effort Reporting](#)  
[Employee Profile](#)

### **Retirement Benefits**

Please visit [NetBenefits](#) or call a retirement plan representative at 1-800-343-0860 to access your retirement savings. Investments, will allow you to enroll with either investment provider (TIAA or Fidelity), change your payroll contributions, etc. For additional information, visit the [Benefits](#) website.

### **Health and Welfare Benefits**

Please visit the [Benefits Enrollment System](#) to newly enroll in the health and welfare plans, or to make changes to your enrollment. For additional information, visit the [Benefits](#) website.

### **Pay Information**

[View your Pay Stubs](#)  
[View your Direct Deposit breakdown.](#)  
[View your Modify Direct Deposit.](#)  
[View your Earnings History.](#)  
[View your Deductions History.](#)  
[View your D.C. Wage Notification.](#)

### **Tax Forms**

[View W-4 information.](#)  
**[Print](#)** your W2-Form

Under the Employee  
Information Menu Tab  
choose Health and Welfare  
Benefits

File Edit View History Bookmarks Tools Help

Banner Secured Area

https://banweb.gwu.edu/PRODCartridge/twbkwbis.P\_GenMenu?name=pmenu.P\_BenMer

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THE GEORGE WASHINGTON UNIVERSITY WASHINGTON, DC




**GWeb**  
INFORMATION SYSTEM

Personal Information Menu Employee Information Menu GW Alert Login Portal

Search  Go

RETURN TO MENU SITE MAP HELP EXIT

## Benefits and Deductions

-  [Retirement Plans](#)  
If you are eligible to participate in the GW Retirement Plans, please visit [NetBenefits](#) to enroll in a retirement plan. You will allow you to enroll with either investment provider (TIAA or Fidelity), change your payroll contribution rate, change investment providers and more! For additional information, visit the [Benefits](#) website.
-  [Health & Welfare Benefits Plans](#)  
If you are eligible to participate in the GW Health & Welfare benefits plans, please visit [EasyEnroll](#) to newly enroll, make changes due to a qualifying life event, view your current elections and more! To speak with a customer service representative call **1 (888)-4GWUBEN (or 1-888-449-8236)**. For additional information, visit the [Benefits](#) website.
-  [Taxes and Miscellaneous](#)  
View your payroll taxes and other miscellaneous deductions. For Payroll questions please contact the payroll department at payroll@gwu.edu.

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Click on Taxes and  
Miscellaneous

File Edit View History Bookmarks Tools Help

Banner Secured Area

https://banweb.gwu.edu/PRODCartridge/bwpkdcnm.P\_DispednCurMisc

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Contact Payroll Services should you have questions or wish to enroll in and make changes to your current elections for:

- Federal/Local Income Taxes
- Garnishments/Levies
- Health and Wellness Center
- GW Gifts
- SmarTrip

**FICA - Medicare**  
Benefit or Deduction as of date: 06/15/20  
Status of Benefit or Deduction: Active  
Start Date: 06/09/14  
End Date:

[History](#) | [Contributions or Deductions](#)

**FICA - Old Age**  
Benefit or Deduction as of date: 06/15/20  
Status of Benefit or Deduction: Active  
Start Date: 06/09/14  
End Date:

[History](#) | [Contributions or Deductions](#)

**Federal Income Tax Withheld**

Benefit or Deduction as of date: 06/15/20  
Status of Benefit or Deduction: Active  
Start Date: 06/09/14  
End Date:  
Filing Status: Married  
Number of Allowances: 0  
NRA Indicator: No  
Step 2C Indicator: No  
Year Ind:  
Additional Withholding: 300.00  
Dependent Amount:  
Other Income:  
Deductions:

[History](#) | [Update](#) | [Contributions or Deductions](#)

Locate your Federal Income Tax deduction and Click Update

(giving@gwu.edu) will follow-up with an email to confirm your gift allocation. You may designate your gift to any campus fund. If we do not hear back from you, your gift will support the Power & Promise fund for student aid.

\* - indicates a required field.

### Federal Income Tax Withheld

Deduction Effective as of:

If your last name differs from that shown on your Social Security Card, check here.

Note: See Form W-4 instructions.

Effective Date of Change MM/DD/YYYY:\*

Note: Effective Date must be after 12/10/22 the date you were last paid.

I claim exemption from withholding for the tax year specified, and I certify that I meet both of the following conditions for exemption.

\* Last year I had no tax liability and

\* This year I expect to have no tax liability. If you meet both conditions, select "Exempt" in Deduction Status field.

Deduction Status:\*

Enter the effective date of 2/18/23

2/18/23

Deduction status should be Exempt

Exempt

### Step 1(c): Enter Personal Information

Nonresident alien:

If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Nonresident Alien:

Certify Changes

Click Certify Changes

Restore Original Values

[Miscellaneous](#)

File Edit View History Bookmarks Tools Help

Banner Secured Area x +

https://banweb.gwu.edu/PRODCartridge/bwpkdcmn.P\_UpdateDednMisc?dcde=FIT

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Enter your desired payroll deduction and click the Submit Changes button. The Effective Date of Change must be in the current or future pay period. Please refer to the [payroll calendar](#) for help.

If you are making a sustaining gift to GW through a payroll deduction, thank you and the Annual Giving team ([giving@gwu.edu](mailto:giving@gwu.edu)) will follow-up with an email to confirm your gift allocation. You may designate your gift to any campus fund. If we do not hear back from you, your gift will support the Power & Promise fund for student aid.

The IRS released a new W-4 form for 2020. The filing status and additional withholding amount (if any) will default in to the new form fields, but number of allowances/exemptions are no longer used. If you would like to review that information you can access your [W-4 History](#).

\* - indicates a required field.

**Federal Income Tax Withholding**  
Deduction Effective as of:

If your last name differs from [Name]  
Note: See Form W-4 instructions

Effective Date of Change MM/YY  
Note: Effective Date must be in the current or future pay period.

Deduction Status:\* Active

I claim exemption from withholding for the tax year specified, and I certify that I meet both of the following conditions for exemption.

- \* Last year I had no tax liability and
- \* This year I expect to have no tax liability.

If you meet both conditions, select "Exempt" in Deduction Status field.

Filing Status:\* Married

NRA Indicator:

Step 2C Indicator:

Dependents Under 17 999999.99 :  Multiply the number of qualifying children under age 17 by \$2,000.

Other Dependents 999999.99 :  Multiply the number of other dependents by \$500.

Dependent Amount 999999.99 :  Step 3: Add the amounts above and enter the total here.

Other Income 999999.99 :  Step 4a) See Form W-4 instructions.

Deductions 999999.99 :  Step 4b) See Form W-4 instructions.

Additional Withholding 999999.99 :  Step 4c) Extra Withholding. Enter any additional tax you want withheld each pay period.

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

Confirm your selection

The screenshot shows a web browser window with the URL [https://banweb.gwu.edu/PRODCartridge/bwpkdupd.P\\_UpdateDednProcess](https://banweb.gwu.edu/PRODCartridge/bwpkdupd.P_UpdateDednProcess). The page header includes "THE GEORGE WASHINGTON UNIVERSITY WASHINGTON, DC" and "GWeb INFORMATION SYSTEM". Navigation tabs include "Personal Information Menu", "Employee Information Menu", and "GW Alert Login Portal". A search bar is present with a "Go" button and links for "SITE MAP", "HELP", and "EXIT".

### Tax Update Confirmation

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 Miscellaneous.

[Miscellaneous](#)

[ [Benefits and Deductions Menu](#) | [Employee Main Menu](#) | [Main Menu](#) ]

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Choose Miscellaneous to verify your changes and see your current elections

You can use this same screen (Tax and Miscellaneous Benefit/Deduction Information) to update your State tax withholding.