

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](#)

The screenshot shows the GW Technology GWeb Sign-on page. The browser address bar displays <https://it.gwu.edu/gweb>. The page header includes the GW Technology logo and a "GET HELP" button. A navigation bar contains links for "Home", "I want to", "Services", "Resources for", "Alerts", "Security", and "About". A sidebar on the left lists various services such as "Telecommute", "Log In To GWeb", "About GWeb Access", "Access Blackboard", "Access Internet", "Activate or access GW email", "Chat with Martha", "Download Software", "Reset my email password", "Reset my GWeb PIN", "Reset my voicemail PIN", and "Set up my office phone". The main content area features the heading "GWeb Sign-on" and the instruction "Sign in using the appropriate button below." Below this, there are two columns of buttons. The left column, titled "Access with GW Email", contains three buttons: "Current Students", "Current Faculty & Staff", and "Alumni as of 2019". The right column, titled "Access with GWID & PIN", contains three buttons: "Applicants", "Former Faculty & Staff", and "Alumni prior to 2019". A red box highlights the "Access with GW Email" heading. A yellow callout box with the text "Click Current Students, Faculty/Staff, or Alumni as of 2019" has three red arrows pointing to the "Current Students", "Current Faculty & Staff", and "Alumni as of 2019" buttons.

❖ Use your [@gwu.edu](#) email address

Click Personal Information Menu

Personal Information Menu | **Employee Information Menu** | **GW Alert Login Portal**

Search

Main Menu

Employee Information Menu

- Retirement Benefits
- Benefits and Deductions
- Pay Information
- Tax Forms
- Current and Past Jobs
- TaskStream
- Conflict of Interest Reporting

Personal Information Menu

- On-Site/Off-Site Status
- View Addresses and Phones
- Update Addresses and Phones
- View Emergency Contacts
- Update Emergency Contacts
- View E-mail Address(es)
- Update E-mail Address(es)
- Change PIN

GW Alert Login Portal

RELEASE: 8.9.1G













Personal Information Menu | **Employee Information Menu** | **GW Alert Login Portal**

Search



Personal Information


Click Update Address(es) and Phone(s)

-  On-Site/Off-Site Status
-  Change PIN
-  Change Security Question
-  View Address(es) and Phone(s)
-  Update Address(es) and Phone(s)
-  View E-mail Address(es)
-  Update E-mail Address(es)
-  View Emergency Contacts
-  Update Emergency Contacts
-  Answer a Survey
-  Veterans Classifications
-  Disability Status

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Search

Update Addresses and Phones - Select Type

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

Work Location: Address of where you work more than 50% of the time. [Detailed instructions](#). [Special Not](#)

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

Housing: Your residence hall address.

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 f

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

Permanent	Phones
Current: 05/24/21 to (No end date) 111 Main St. Washington, District of Columbia 20052	Primary: None Provided

Campus Office	Phones
Current: 01/11/21 to (No end date) Payroll Services 45155 Research Pl Suite 155D Ashburn, Virginia 20147 Loudoun United States of America	Primary: 571-5538508

Click Current next to
Check and W4 Address

Check & W4 Address	Phones
Current: 05/24/21 to (No end date) 111 Main St Washington, District of Columbia 20052-0001	Primary: None Provided

Type of Address to Insert:

Search

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 (incl 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 verificati

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

Check & W4 Address

Valid From This Date:MM/DD/YYYY

Until This Date:MM/DD/YYYY

Address Line 1:

Address Line 2:

Address Line 3:

City:

State or Province:

ZIP or Postal Code:

County:

Nation:

Delete this Address:

Input the last date at this address

Primary Phone Number For This Address:


Area Code	Phone Number	Extension	OR	International Access Code and Phone Number	Unlisted
<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>

Phone Type	Area Code	Phone Number	Ext.	OR	International Access Code and Phone Number	Unlisted	Delete
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Click Submit

Search

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

Housing: Your residence hall address.

Permanent: Address for general information mailings. Bills, grades, and diplomas will also go here unless you have

Billing: Address you want bills sent to (if different from Permanent address).

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Addresses and Phones

Permanent	Phones
<u>Current:</u> 05/24/21 to (No end date) 111 Main St. Washington, District of Columbia 20052	<u>Primary:</u> None Provided

Campus Office	Phones
<u>Current:</u> 01/11/21 to (No end date) Payroll Services 45155 Research Pl Suite 155D Ashburn, Virginia 20147 Loudoun United States of America	<u>Primary:</u> 571-5538508

Type of Address to Insert:

Select the Type of Address to Insert from the drop-down.

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Click Submit

Search

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

Input your move in date and new address

Check & W4 Address

Valid From This Date:MM/DD/YYYY

Until This Date:MM/DD/YYYY

Address Line 1:

Address Line 2:

Address Line 3:

City:

State or Province:

ZIP or Postal Code:

County:

Nation:

Delete this Address:

Primary Phone Number For This Address:

Area Code	Phone Number	Extension	OR	International Access Code and Phone Number	Unlisted
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>

Phone Type	Area Code	Phone Number	Ext.	International Access Code and Phone Number	Unlisted	Delete
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Click Submit