Please follow the below screenshots to make changes to your W4 Federal Withholding.

**NOTE:** Any tax changes after the payroll deadline will be effective in the next payroll cycle.
Tax Forms

W-4 Employee's Withholding Allowance Certificate
NOTE: Updates to the W-4 form are for Federal withholding only. The NC-4 (State) form is not available for online updates at this time. Any changes to the NC-4 Form for State withholding must be submitted to the payroll department for processing.

Electronic W-2 Consent
W-2 Wage and Tax Statement
W-2c Corrected Wage and Tax Statement

RELEASE: B.B.3

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W-4 Employee's Withholding Certificate

Federal Tax
As of Date: May 20, 2020
Name: [Blacked Out]
Address: [Blacked Out]
Last Name differs from SSN card: No
Deduction Status: Active
Start Date: Mar 01, 2016
End Date: Head of Household
Filing Status: No
NRA Indicator: No
Step 2C Indicator: No
Dependent Amount: 0.00
Other Income: 0.00
Deductions: 0.00
Additional Withholding: 0.00

Note: Extra Withholding. Enter any additional tax you want withheld each pay period.

Print

History | Update | Contributions or Deductions
Update W-4

Review Form W-4 2020 for required information on completing a new form W-4. Once you have made changes you will be required to certify those changes by clicking on Certify Changes and then clicking on OK in the pop up window. If the delete option is available select the check box then click on Certify Changes to remove the record.

* - indicates a required field.

Federal Tax
Deduction Effective as of: Jun 01, 2020

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:* 06/01/2020
Note: Effective Date must be after May 31, 2020 the date you were last paid.

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:* ▼
NRA Indicator: ▼
Step 2C Indicator: ▼
Dependents under 17 999999.99 :
Other Dependents 999999.99 : Multiply the number of qualifying children under age 17 by $2,000.
Dependent Amount 999999.99 :
Other Income 999999.99 : Multiply the number of other dependents by $500.
Deductions 999999.99 :
Additional Withholding 999999.99 :

Certify Changes

Restore Original Values

W-4 Employee's Withholding Allowance Certificate