

W-4 Form information for employees filing exempt

The Internal Revenue Service requires that you fill out a new W-4 form at the beginning of each year if you wish to continue filing exempt.

Please carefully read the instructions to verify that you are eligible for exempt status and to complete the new 2024 W-4 form correctly (<https://www.irs.gov/pub/irs-pdf/fw4.pdf>).

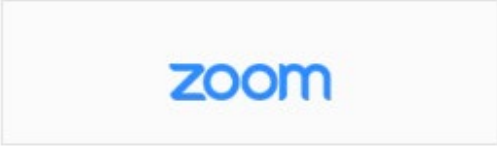
Steps to update your W-4 – Federal Tax Form on PAWS to an Exempt Status:

Log into PAWS

Faculty & Staff Logins

SWITCH TO STUDENT VIEW

Popular Applications



More Applications

Select Employee Services:

[Personal Information](#) [Student Services & Financial Aid](#) [Employee Services](#) [Financial Information](#)

Search

[Student Services and Financial Aid](#)

General Student Information, Register for courses, View your Academic Records, Pay your Student Account and View your Financial Aid for Fall 2003 and later.

[Personal Information](#)

View or update your mailing address, current phone number, e-mail address, emergency contact, missing person contact; View name change & social security number change information; Change your PIN.

[Employee Services](#)

View your benefits information; View your leave history or balances, job information, pay stubs and W-2.

[Financial Information](#)

Budget Query, Encumbrance Query, View Documents, Approve Documents and Code Lookup.

Select Employee Dashboard:

[Personal Information](#) [Student Services & Financial Aid](#) [Employee Services](#) [Financial Information](#)

Search

Employee

[Employee Dashboard](#)

Employee Profile: Time Entry/Approval, Leave Balances, Pay/Direct Deposit, EPAF, FLAC

RELEASE: 8.9.1.3

Select View Taxes and Update Federal Withholding tax:

Pay Information
Latest Pay Stub: 01/05/2024 All Pay Stubs
Earnings
Benefits and View/Update State of AL Withholding Tax
View Taxes and Update Federal Withholding Tax
Job Summary
Employee Summary

Select W-4 Employee's Withholding Allowance Certificate:

View Taxes and Update Federal Withholding Tax		
Federal Withholding Tax Filing Status: Single Status: Active Number of Allowances: 0 Additional Withholding: 5.00	W-4 Employee's Withholding Allowance Certificate Electronic Regulatory Consent	W-2 Wage and Tax Statement W-2c Corrected Wage and Tax Statement
State of AL Withholding Tax Filing Status: Zero exemptions Status: Active		

Select Update ** (bottom of page):

Print

History Update Contributions or Deductions
W2 Year End Earnings Statement

The "Effective Date of Change" should equal 2/15/2024

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: *

02/15/2024



Note: Effective Date must be after 12/30/2023 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.

The “Deduction Status” may show as “Active” –this is where you will update to “Exempt”

Deduction Status: *

Exempt 



Click on Certify Change (To save changes):

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](#)  [Original Values](#)

W-4 Employee's Withholding Allowance Certificate

After selecting click “OK” and you should get the following statement: “The updates you requested were successfully processed.”

**Note- Update Process will be unavailable during payroll processing cycles.