

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

The screenshot displays a grid of application tiles under the heading "Popular Applications". The tiles include:

- PAWS**: The main application, highlighted with a green bar.
- USAonline**: POWERED BY canvas.
- Jug Mail**: Represented by a paw print icon.
- Navigate**: UMass South.
- Campus Events**: Represented by a calendar icon.
- Parking Services**: Represented by a 'P' in a blue box.
- Concur**: Represented by a green briefcase icon.
- GRANNER'S**: - Admin Pages -.
- BANNER**: RINT.
- USA MASS EMAIL SYSTEM**: - DAILY DIGEST -.
- zoom**.
- Workforce Central Timekeeping**: Represented by a green 'W' icon.

A blue button labeled "More Applications" is located at the bottom right of the grid.

Select View Taxes and Update Federal Withholding tax:

The screenshot shows a web interface with a header 'Pay Information'. Below the header, there are several menu items: 'All Pay Stubs', 'Latest Pay Stub: 01/05/2024', 'Earnings', 'View Taxes and Update Federal Withholding Tax', 'Job Summary', and 'Employee Summary'. The 'View Taxes and Update Federal Withholding Tax' option is highlighted with a mouse cursor.

Select W-4 Employee's Withholding Allowance Certificate:

The screenshot shows a web interface with a list of tax-related options. The options are: 'View Taxes and Update Federal Withholding Tax', 'W-4 Employee's Withholding Allowance Certificate', 'W-2 Wage and Tax Statement', 'Federal Withholding Tax', 'Electronic Regulatory Consent', 'W-2c Corrected Wage and Tax Statement', 'Filing Status: Single', 'Status: Active', 'Number of Allowances', 'Status: Tax Exempt', and 'Filing'. The 'W-4 Employee's Withholding Allowance Certificate' option is highlighted with a mouse cursor.

Select Update ** (bottom of page):

Print

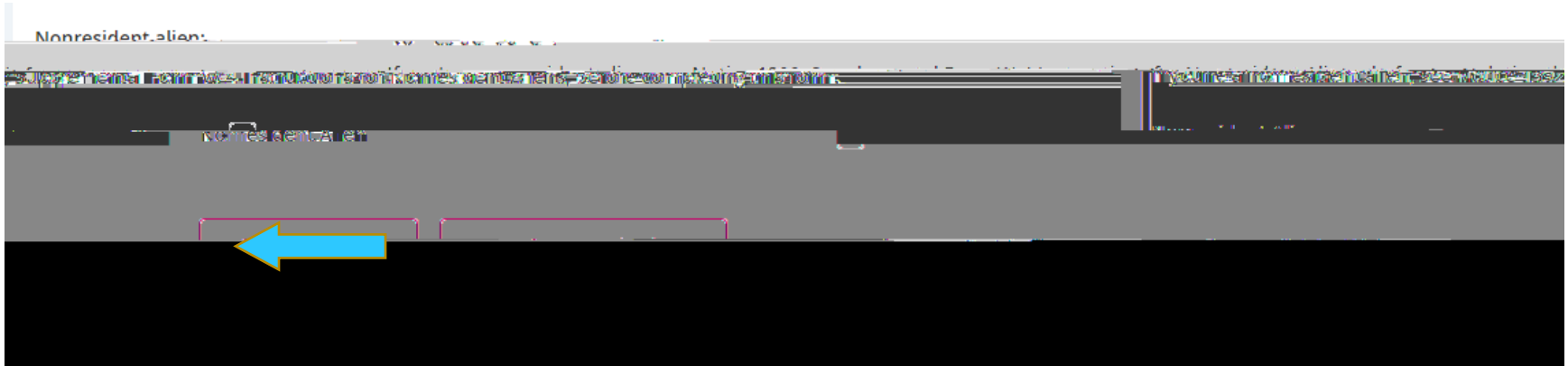
History Update Contributions or Deductions
W2 Year End Earnings Statement

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

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



Click on **Certify Change** (To save changes):



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.