

## 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 2025 W-4 form correctly (

# 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

Select View Taxes and Update Federal Withholding tax:

The screenshot shows a web interface with a header 'Pay Information'. Below it, there are two main sections: 'All Pay Stubs' and 'Latest Pay Stub: 01/05/2024'. Under 'Latest Pay Stub: 01/05/2024', there is a sub-section for 'Earnings'. A menu is open, showing options: 'View Taxes and Update Federal Withholding Tax', 'Job Summary', and 'Employee Summary'. The 'View Taxes and Update Federal Withholding Tax' option is highlighted.

Select W-4 Employee's Withholding Allowance Certificate:

The screenshot shows a web interface with a list of options. The first option is 'W-4 Employee's Withholding Allowance Certificate', which is highlighted. Other options include '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 Status: Single'. The 'W-4 Employee's Withholding Allowance Certificate' option is selected.

Select Update \*\* (bottom of page):

Print

History · Update · Contributions or Deductions  
W2 Year End Earnings Statement

The "Effective Date of Change" should equal 2/15/2025

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: \*

02/15/2025



Name: Effective Date must be after 1/22/2024, the date you were hired.

In the following conditions for non-employees, you must have a valid Social Security number and a valid address.

\* Last year's federal tax liability and...

\* This year's federal tax liability, if you are a non-employee...

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-