

## 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 'Earnings'. A menu is open, showing 'View Taxes and Update Federal Withholding Tax' as the selected option. Other visible options in the menu include 'Job Summary' and 'Employee Summary'.

Select W-4 Employee's Withholding Allowance Certificate:

The screenshot shows a list of W-4 Employee's Withholding Allowance Certificates. The list includes columns for 'W-4 Employee's Withholding Allowance Certificate', 'W-2 Wage and Tax Statement', 'Federal Withholding Tax', 'W-4', 'Electronic Regulatory Consent', 'W-2c Corrected Wage and Tax Statement', 'Filing Status: Single', 'Status: Active', 'Number of Allowances', 'State(s) with withholding tax', and 'Billing Status: Zero'. The status 'Active' is visible for the first entry.

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 on your new Social Security card or you have a new Social Security number, check here.

Note: See Form W-4 instructions for more information.



Effective Date of Change MM/DD/YYYY: \*

02/15/2025



Note: Effective Date must be after 01/01/2025 and the date you were last paid.

in the following conditions for non-employees: Claimer's name does not match the name on the Social Security card and the claimer's name does not match the name on the tax return.

\* Last year I had no tax liability and...

This information is for informational purposes only. It does not constitute a tax return. For more information, please visit [www.irs.gov](#).

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-