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 (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

Select Employee Services:

| Personal Information | Student Services & Financial Aid | Employee Services | Financial Information |

Search [_____] [Go]

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 [_____] [Go]

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

Select Update ** (bottom of page):

Print

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 📅

Note: Effective Date must be after 12/28/2024 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.