IRS Form W-4 is now available through Banner Self Service. Please select My Sam from the Campus Tools dropdown on the university webpage.

1) When My Sam opens for you, select the link to the right of the page marked Banner Employee Profile:

2) When your Banner Employee Profile opens, please click the word Taxes:
3) Click on the **W-4 Employee’s Withholding Allowance Certificate** link.

4) Click **Update** to make changes.
5) Check the box if your last name differs from that shown on your Social Security Card. You must contact the Social Security Administration office to obtain an updated Social Security Card.

6) Effective Date of Change: Enter the date you want the change to take effect.

7) Deduction Status: Use drop down to select the appropriate status from the list. Active (tax withholding based on applicable gross pay) or Exempt (no tax withholding). Note the two conditions to claim exemption from withholding.

8) Filing Status: Select the applicable Filing Status.

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Certify Changes. See the Form W-4 instructions if you have multiple jobs, spouse works, can claim dependents, have other income (not from jobs), can claim other deductions, or want additional tax to be withheld each pay period. After you have completed the updates; click Certify Changes.

9) To acknowledge the disclaimer, click OK. You should receive a confirmation.
10) To confirm the changes, click the History link or Print a copy for your records.