Log in to the GWeb Information System and follow these steps to update your state withholding.

Under the Employee Information Menu Tab choose Health and Welfare Benefits
Click on Taxes and Miscellaneous

Locate your current/active state deduction and click Update
Choose a date in the current or a future pay period. See payroll calendar for help.

Choose Inactivate

Click Certify Changes.
Enter your desired payroll deduction and click the Submit Changes button. The Effective Date of Change must be in the current or future pay period. Please refer to the payroll calendar for help.

If you are making a sustaining gift to GW through a payroll deduction, thank you and the Annual Giving team (giving@gwu.edu) will follow-up with an email to confirm your gift allocation. You may designate your gift to any campus fund. If we do not hear back from you, your gift will support the Power & Premium fund for student aid.

In order to claim Exempt from Withholding, you must complete a paper form.

- indicates a required field.

**Virginia Income Tax**

**Deduction Effective as of:**

If your last name differs from:

Note: See Form W-4 instructions.

**Effective Date of Change:**

Note: Effective Date must be later than today.

**Deduction Status:**

You are not subject to withholding if you meet any of the conditions listed below. Form VA-4 must be filed with your employer for each calendar year you claim exemption from Virginia withholding:

a. You had no liability for Virginia income tax last year and you do not expect to have any liability for this year
b. You expect your Virginia adjusted gross income to be less than the amount shown below for your filing status:
   - Single $11,950
   - Married filing separate return $11,950

If you are claiming exemption under the Servicemember Civil Relief Act, as amended by the Military Spouses Residency Relief Act you must complete a paper VA-4 and send to Payroll Services.

**#Exemptions:** 1

**Additional Withholding:**

**Delete this change:**

Note: If you have altered any values on this page you will not be able to delete this record.

- Certify Changes
- Restore Original Values
Choose Miscellaneous to activate a different state tax.

Click Add a New Benefit or Deduction to add a new state tax withholding.
Choose the correct state tax and click Select Benefit.
Choose the day after the effective date of the inactivated state tax. See payroll calendar for help.

Choose Active

Update your filing status, number of allowances or additional withholding, if any, and click Certify Changes.
Confirm your selection
You can also use this same screen to update your Federal tax withholding W4.

Choose Miscellaneous to verify your changes and see your current elections.