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**.
## Benefits and Deductions

### Retirement Plans
If you are eligible to participate in the GW Retirement Plans, please visit [Benefits](#) to access your account. If you have questions or need assistance, please contact [retirement provider](#). You can also change your payroll contributions through [Benefits](#).

### Health & Welfare Benefits Plans
If you are eligible to participate in the GW Health and Welfare Benefits Plans, please visit [Benefits](#) to access your account. You can make changes due to a qualifying life event online or by speaking with a [customer service representative](#). For additional information, visit the [Benefits](#) website.

### Taxes and Miscellaneous
View your payroll taxes and other miscellaneous deductions. For Payroll questions please contact the payroll department at payroll@gwu.edu.

**RELEASE: 8.5C**
Locate your Federal Income Tax deduction and click Update.
Choose the day after the effective date or in a future pay period. See payroll calendar for help.

Update the appropriate fields for the changes you would like to make (filing status, additional withholding, etc.). See the Federal W4 form for help.

Click Certify Changes
The IRS released a new W-4 form for 2020. The filing status and additional withholding amount (if any) will default in to the new form field. Number of allowances/exemptions are no longer used. If you would like to review that information you can access your W-4 History.

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 & Promise Fund for student aid.

Federal Income Tax Withholding

Deduction Effective as of:

If your last name differs from your Social Security Card, please update on the General Information page.

Note: See Form W-4 instructions.

Effective Date of Change MM/DD/YYYY

Note: Effective Date must be in the future.

Deduction Status:

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.

Filing Status:

Married

Step 2C Indicator:

Multiply the number of qualifying children under age 17 by $2,000.

Multiply the number of other dependents by $1500.

Step 3: Add the amounts above and enter the total here.

Step 4a) See Form W-4 instructions.

Step 4b) See Form W-4 instructions.

Step 4c) Extra Withholding. Enter any additional tax you want withheld each pay period.

Certify Changes

Restore Original Values
You can also use this same screen to update your State tax withholding.