Access the **Gweb Information System** and follow these steps to update your W-4 withholding.

Under the Employee Information Tab choose Tax Forms.

Click on W-4 Tax Exemptions/Allowances
W-4 Tax Exemptions/Allowances

Your W-4 information determines the amount of Federal Tax withheld from your pay. Choose Update to change filing status, allowances, or additional withholding. Address changes can be made on the Personal Information Tab. If you have moved to a different state you must also change your state withholding in Taxes and Miscellaneous. Worksheets and withholding calculators can be found on www.irs.gov. Detailed instructions.

Federal Income Tax Withheld
As of Date: 06/21/13
Name: Jane Doe
Address: 1600 Pennsylvanias Ave
Washington DC 20500
Last Name differs from SSN card: No
Deduction Status: Active
Start Date: 01/17/12
End Date: 
Filing Status: Single
Number of Allowances: 0
Additional Withholding: 0.00

To make changes choose update.

You can print a copy of your W-4

Update W-4 Information

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

In order to claim Exempt from Withholding, you must complete a paper form
- indicates a required field

Federal Income Tax Withheld
Deduction Effective for Pay Period Begin Date: 05/26/12

If your last name differs from that shown on your Social Security Card, check here. □
Note: You must contact Social Security Administrator for a replacement card.

Effective Date of Change MM/DD/YYYY: 06/08/2013
Note: Effective Date must be in the current or future pay period.

Deduction Status: Active
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 a right to a refund of all Federal income tax withheld because I had no tax liability.
- This year I expect a refund of all Federal income tax withheld because I expect to have no tax liability. If you meet both conditions, select “Exempt” in the Deduction Status field.

Filing Status: Married
Number of Allowances: 0
Additional Withholding: 0

Update your filing status, number of allowances or additional withholding, if any, and click Certify Changes.

Choose a date in the current or a future pay period. See payroll calendar for help.
Re-inputting your PIN and clicking submit is your legal electronic signature.

Verify your changes and choose Miscellaneous if you also need to update your state tax withholding.