



IRS W-4 Changes through Banner Self Service

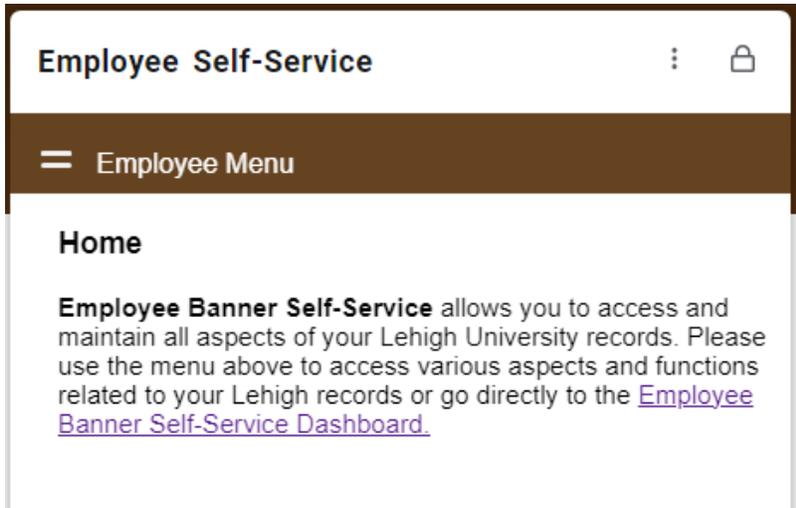
The Payroll Office is pleased to announce to faculty and staff that your IRS W-4 is now available through Banner Self Service. You have the ability to view, print and modify your status.

These instructions are intended to provide faculty and staff with the basic information required to access and update the W-4 federal tax withholding setup. If you have any questions while accessing or updating your W-4 federal tax withholding setup, please contact the Payroll Office at inpayrol@lehigh.edu.

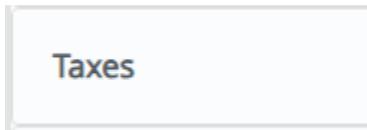
NOTE: Special rules apply to Nonresident aliens (NRAs). Please see Nonresident Alien W-4 Instructions located in the Payroll International Forms & Other information section of the Controller’s Office web page.

This is a step by step help guide. There will also be help links on each page with specific information for that page.

Navigate to Connect Lehigh and click on the Employee Banner Self-Service Dashboard tile.



The select the tab labeled “Taxes”.



Select “W-4 Employee’s Withholding Allowance Certificate.”





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You will be able to view your current settings and also have the ability to change the information. If you would like to update your W-4, select the update link at the bottom of the page.

• Update •

Once you have filled out your changes, you can select the Certify Changes button at the bottom of the page. You also have the ability to restore original values if you choose to do so.

Certify Changes

Restore Original Values

Review your data to ensure it was saved accurately, and then exit the Banner Self-Service Dashboard.