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 to 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.

Log on to Lehigh's portal in the upper left hand corner of the Inside Lehigh page... [https://www1.lehigh.edu/insidelehigh](https://www1.lehigh.edu/insidelehigh)

Click LOGIN
IRS W-4 Changes through Banner Self Service

Enter your **Username** and **Password** and click **LOGIN**.

Click on the “Banner” link.
Select Employee from the Main Menu screen or use the Employee tab at the top.

Select the Tax Forms link.
IRS W-4 Changes through Banner Self Service

Select the W-4 Tax Exemptions/Allowances link

Your current W-4 information will show. Here, you can print your current form...
IRS W-4 Changes through Banner Self Service

...or you can update your status. The Update link is at the bottom center of the screen.

On the Update W-4 Information page, you are able to go to the IRS Tax Withholding website to determine your correct withholding status.
IRS W-4 Changes through Banner Self Service

When you have determined your withholding, you will update your W-4 with the date of the change (Effective Date of Change), the Deduction Status, Filing Status, Step 2C Indicator, Dependent amounts, Other Income, Deductions and Additional Withholding, if any. Once completed, click the Certify Changes to save your W-4. Should you make a mistake or need to start over, there is a Restore Original Values button. Please note that any field with a red asterisk (*) is a required field.

**Federal Income Tax**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deduction Effective as of</td>
<td>Jan 02, 2020</td>
</tr>
<tr>
<td>If your last name differs from that shown on your Social Security Card, check here.</td>
<td></td>
</tr>
<tr>
<td>Note: See Form W-4 instructions.</td>
<td></td>
</tr>
<tr>
<td>Effective Date of Change MM/DD/YYYY:</td>
<td>01/02/2020</td>
</tr>
<tr>
<td>Note: Effective Date must be after Nov 30, 2019 the date you were last paid.</td>
<td></td>
</tr>
<tr>
<td>Deduction Status:</td>
<td>Active</td>
</tr>
<tr>
<td>Filing Status:</td>
<td>Married</td>
</tr>
<tr>
<td>NRA Indicator:</td>
<td></td>
</tr>
<tr>
<td>Step 2C Indicator:</td>
<td></td>
</tr>
<tr>
<td>Dependents under 17 999999.99:</td>
<td>0.00</td>
</tr>
<tr>
<td>Other Dependents 999999.99:</td>
<td>0.00</td>
</tr>
<tr>
<td>Dependent Amount 999999.99:</td>
<td>0.00</td>
</tr>
<tr>
<td>Other Income 999999.99:</td>
<td>0.00</td>
</tr>
<tr>
<td>Deductions 999999.99:</td>
<td>0.00</td>
</tr>
<tr>
<td>Additional Withholding 999999.99:</td>
<td>0.00</td>
</tr>
</tbody>
</table>

[Certify Changes]

[Restore Original Values]
Please see the steps below to assist you in filling out the Dependent information. It should be noted that if you enter amounts in either the under 17 box or the other dependents box, the total of those two boxes must equal the box in Step 3.

**Step 2(c) Indicator:** If you (and your spouse) have a total of only two jobs held at the same time, you may check the box in Step 2(c) on the Forms W-4 for **both** jobs. That is, to use this option, you should complete a Form W-4 for **each** job with the box in Step 2(c) checked.

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

Multiply the number of other dependents by $500.

**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.

Once you certify your changes, you will be asked to confirm that the information you have provided is true and correct.

When you agree to the above statement, you will be taken to the Tax Update Confirmation page. You may want to print this page for your records by using your browser’s print function. You are also encouraged to able to print your new W-4.
Your change will be accepted based on the effective date you chose. At that time, the Payroll Office will verify the change and you will receive this confirmation e-mail.

The Payroll Office has reviewed and confirmed your change in W-4 withholding status, submitted through Banner Self Service. Your change will take effect with the pay based on the date you requested. If you did not make a change or you feel you have received this message in error, please contact the Payroll Office immediately at inpayrol@lehigh.edu.