

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.

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

Click LOGIN



The screenshot shows the 'Inside Lehigh' website portal. At the top, there is a navigation bar with the Lehigh University logo and links for STUDENTS, FACULTY & STAFF, PARENTS, VISITORS, and ALUMNI. Below this is a secondary navigation bar with links for ABOUT, ACADEMICS, RESEARCH, ADMISSIONS, STUDENT LIFE, ATHLETICS, and GIVING. The main content area is titled 'Inside Lehigh' and is intended for students, faculty, and staff. It features several sections: 'Connect Lehigh' with a 'LOGIN' button, 'Google Apps' for Mail and Calendar, 'LTS Alerts' with an 'ALL SYSTEMS GO' status, and 'Libraries & Technology' resources. A 'Campus Highlights' section displays news items, and an 'EVENTS CALENDAR' lists upcoming events. A banner at the bottom reads 'A Path to Prominence'.

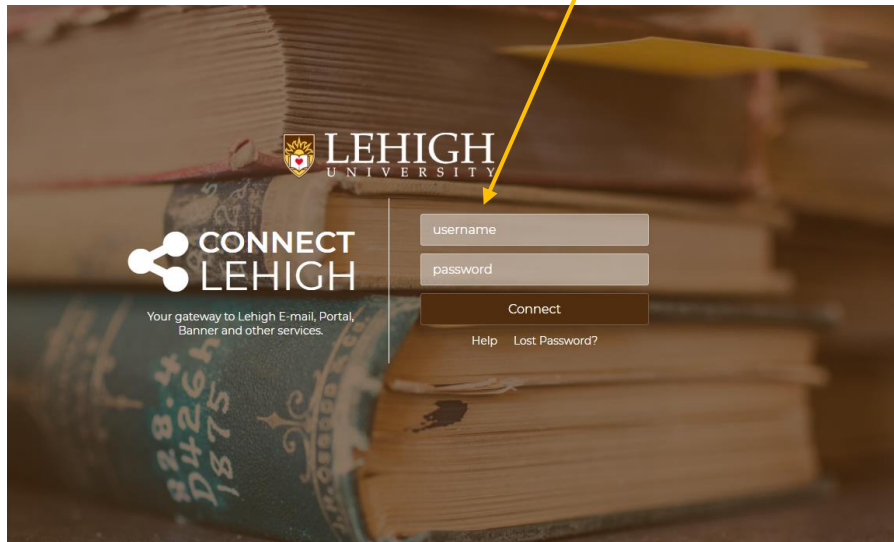


LEHIGH
UNIVERSITY.

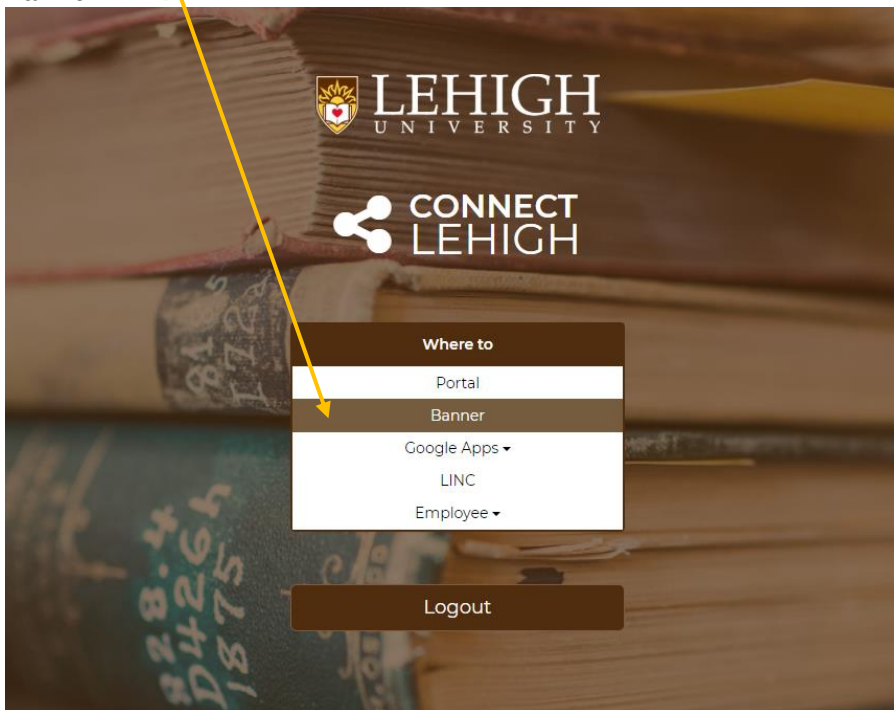
Payroll Office
306 South New Street - Suite 464
Bethlehem, PA 18015

IRS W-4 Changes through Banner Self Service

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



Click on the "Banner" link





IRS W-4 Changes through Banner Self Service

Select Employee from the Main Menu screen or use the Employee tab at the top

LEHIGH UNIVERSITY

Main Menu Personal Information Employee Finance

Search Go

MAIN MENU

- [Personal Information](#)
View your Lehigh ID Number; Update or view addresses; Review name or Social Security Number changes
- [Employee](#)
View payroll statements, earnings and deductions history; View current information about your benefits
- [Financial Information Menu](#)
Query Budget & Encumbrance data; View financial document details; Retrieve Proposal and Grant Archi

[Return to Homepage](#)

Select the Tax Forms link

LEHIGH UNIVERSITY

Main Menu Personal Information Employee Finance

Search Go

EMPLOYEE

- [Benefits and Deductions](#)
View information about your retirement plans, Flexible Benefits plan, and i
- [Pay Information](#)
View your Earnings, Benefits and Deductions History, and View your Payrol
- [Tax Forms](#)
View your W-4 and W-2 information.
- [Current Time Off Balances](#)
View your vacation and floating holiday balances.
- [Time Sheet](#)
This facility is available to only hourly student employees.
Students: Enter your hours worked and submit your time sheet to your su



IRS W-4 Changes through Banner Self Service

Select the W-4 Tax Exemptions/Allowances link

LEHIGH UNIVERSITY

Main Menu Personal Information **Employee** Finance

Search Go

TAX FORMS

- W-4 Tax Exemptions/Allowances
- W-2 Year End Earnings Statement
- W-2c Corrected Wage and Tax Statement
- Electronic W-2 Consent

Your current W-4 information will show. Here, you can print your current form...

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Main Menu Personal Information Faculty Services **Employee** Finance

Search Go

W-4 TAX EXEMPTIONS/ALLOWANCES

Your W-4 information determines the amount of Federal Income Tax that is withheld from your pay.

To change your W-4 information, select the [Update](#) link at the bottom of this page.

Note: W4 changes for the following employees must be submitted on paper to the Payroll Office.
 * Employees who have previously claimed Exempt for the current calendar year.
 * Employees who are nonresident aliens for tax purposes.
 * Employees currently claiming tax treaty benefits.
 * Employees who have received a Lock-in Letter from the IRS.
 Please refer to the Payroll Office [website](#) for additional information.

Federal Income Tax

As of Date:	Jun 27, 2018
Name:	
Address:	
Last Name differs from SSN card:	
Deduction Status:	
Start Date:	Jul 01, 2000
End Date:	
Filing Status:	Married
Number of Allowances:	3
Additional Withholding:	200.00

Note: Additional amount, if any, you want withheld from each paycheck.

Print



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.

To change your W-4 information, select the [Update](#) link at the bottom of this page.

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- * Employees who have previously claimed Exempt for the current calendar year.
 - * Employees who are nonresident aliens for tax purposes.
 - * Employees currently claiming tax treaty benefits.
 - * Employees who have received a Lock-in Letter from the IRS.
- Please refer to the Payroll Office [website](#) for additional information.

Federal Income Tax

As of Date:	Jun 22, 2018
Name:	
Address:	
Last Name differs from SSN card:	
Deduction Status:	
Start Date:	Jul 01, 2000
End Date:	
Filing Status:	Married
Number of Allowances:	3
Additional Withholding:	200.00

Note: Additional amount, if any, you want withheld from each paycheck.

[Print](#)

[History](#) | [Update](#) | [Contribu](#)

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

UPDATE W-4 INFORMATION

Enter your desired changes and click the 'Certify Changes' button. Please realize that by clicking the 'Certify Changes' button, you are under penalty of perjury if the information submitted is not true and valid.

If you select a Deduction Status of 'Exempt', *Number of Allowances* and *Additional Withholdings* must be zero.

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- * Employees who have previously claimed Exempt for the current calendar year.
 - * Employees who are nonresident aliens for tax purposes.
 - * Employees currently claiming tax treaty benefits.
 - * Employees who have received a Lock-in Letter from the IRS.
- Please refer to the Payroll Office [website](#) for additional information.

Please refer to [IRS Tax Withholding](#) for additional information regarding your tax withholding election.



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

Deduction Effective as of:	Jan 02, 2020
If your last name differs from that shown on your Social Security Card, check here. Note: See Form W-4 instructions.	<input type="checkbox"/>
Effective Date of Change MM/DD/YYYY: * Note: Effective Date must be after Nov 30, 2019 the date you were last paid.	01/02/2020
Deduction Status: *	Active ▾

Filing Status: *	Married ▾
NRA Indicator:	<input type="checkbox"/>
Step 2C Indicator:	<input checked="" type="checkbox"/>
Dependents under 17 999999.99 :	0.00
Other Dependents 999999.99 :	0.00
Dependent Amount 999999.99 :	0.00
Other Income 999999.99 :	0.00
Deductions 999999.99 :	0.00
Additional Withholding 999999.99 :	0.00

Certify Changes

Restore Original Values



IRS W-4 Changes through Banner Self Service

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.

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Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

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 be able to print your new W-4.



IRS W-4 Changes through Banner Self Service



Main Menu Personal Information Faculty Services **Employee** Finance

Search

Go

TAX UPDATE CONFIRMATION

The updates you requested were successfully processed.

Tax updates are processed immediately but are subject to review by the Payroll Office.

[W-4 Employee's Withholding Allowance Certificate](#)

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.