

## 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.

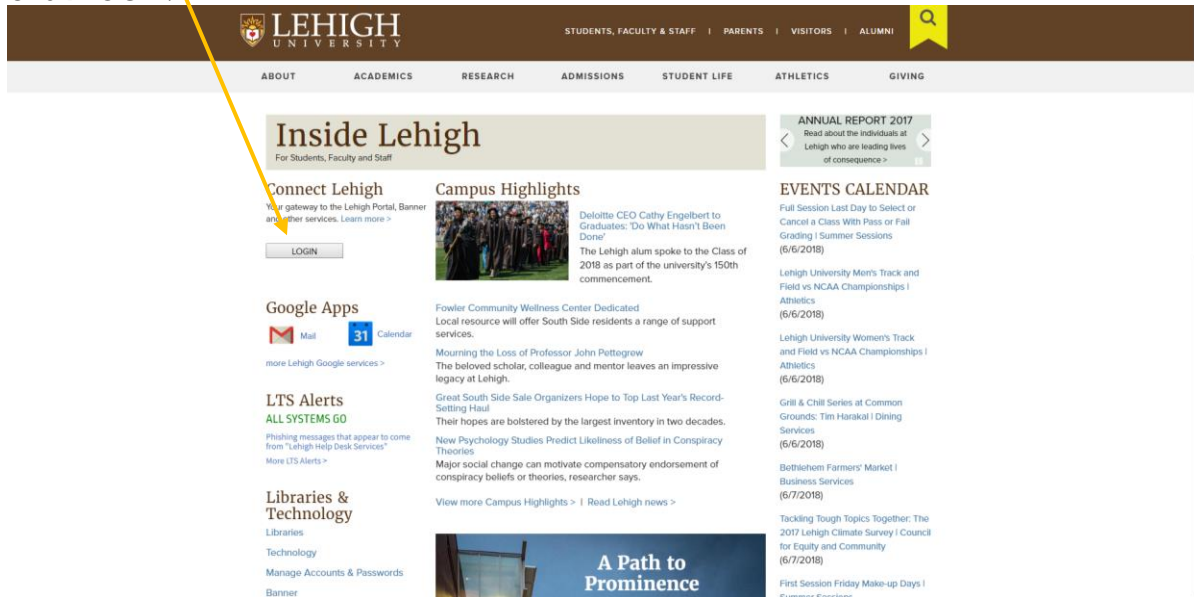
These instructions are intended to provide faculty and staff with the basic information required to access and update the W-4 federal tax withholding setup. If you have any questions while accessing or updating your W-4 federal tax withholding setup, please contact the Payroll Office at [inpayrol@lehigh.edu](mailto:inpayrol@lehigh.edu).

**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 email and calendar, 'LTS Alerts' for system updates, and 'Libraries & Technology' resources. A 'Campus Highlights' section displays recent news items, and an 'EVENTS CALENDAR' lists upcoming events. A banner at the bottom reads 'A Path to Prominence'.

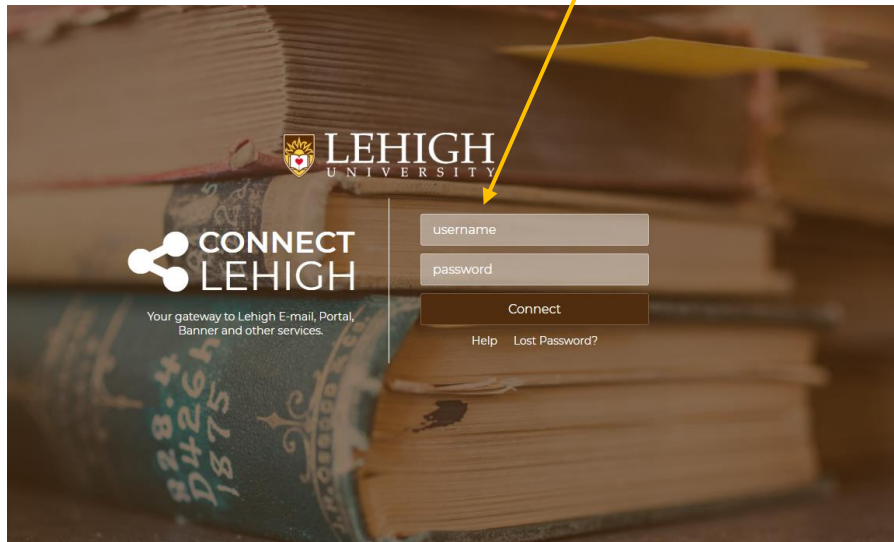


**LEHIGH**  
UNIVERSITY.

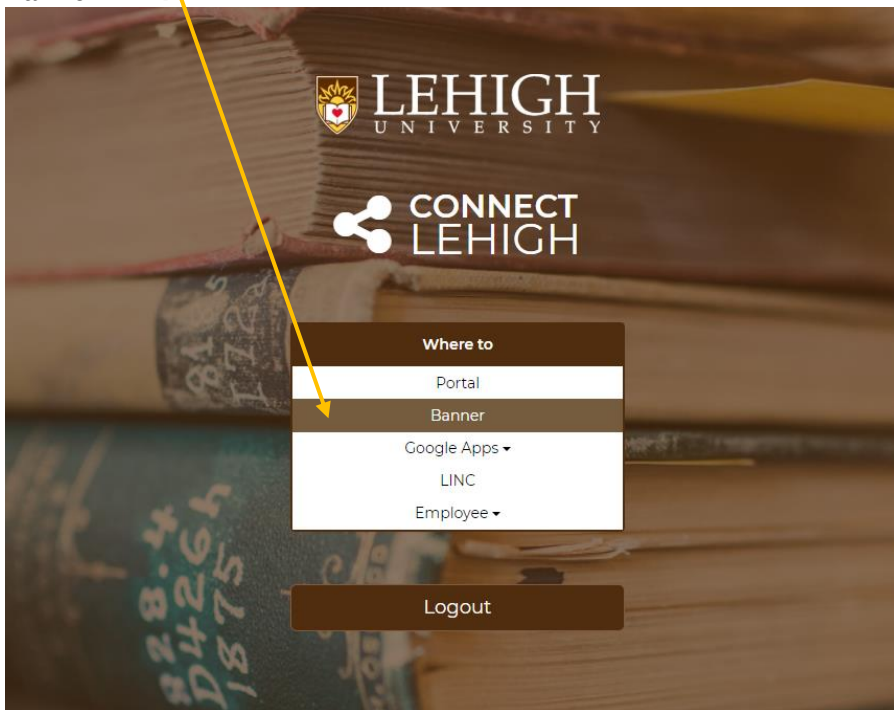
Payroll Office  
306 South New Street - Suite 464  
Bethlehem, PA 18015

## 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 Archival

[Return to Homepage](#)

Select the Tax Forms link

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Main Menu Personal Information Employee Finance

Search  Go

### EMPLOYEE

- [Benefits and Deductions](#)  
View information about your retirement plans, Flexible Benefits plan, and more
- [Pay Information](#)  
View your Earnings, Benefits and Deductions History, and View your Payroll
- [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 supervisor



## IRS W-4 Changes through Banner Self Service

Select the W-4 Tax Exemptions/Allowances link

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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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**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.

**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 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.

**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.

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, Number of Allowances 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.

\* - indicates a required field.

### Federal Income Tax

Deduction Effective as of:	Jul 15, 2018
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.	<input type="checkbox"/>
Effective Date of Change MM/DD/YYYY: * Note: Effective Date must be after Feb 28, 2018 the date you were last paid.	07/15/2018
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 and
  - \* 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 Deduction Status field.

Filing Status: \* Married ▾

Number of Allowances 99 : \* 2

Additional Withholding 999999.99 : .00

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

**Certify Changes**

**Restore Original Values**

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

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

louieweb.cc.lehigh.edu:9011 says

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.



## IRS W-4 Changes through Banner Self Service

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.



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### 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](mailto:inpayrol@lehigh.edu).