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

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

Select the Tax Forms link
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Select the W-4 Tax Exemptions/Allowances link

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

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Federal Income Tax

**As of Date:** June 22, 2010

**Name:**

**Address:**

**Last Name differs from SSN card:**

**Deduction Status:**

**Start Date:**

**End Date:**

**Filing Status:** Marital

**Number of Allowances:** 3

**Additional Withholding:** 200.00

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

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On the Update W-4 Information page, you are able to go to the IRS Tax Withholding website to determine your correct withholding status.
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, 2016

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: * 07/15/2018 Note: Effective Date must be after Feb 28, 2018 the date you were last paid.

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 08: * 2

Additional Withholding 999999.00: .00

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

Certify Changes

Restore Original Values

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.

OK Cancel
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.