The IRS has released a new version of Form W-4 for 2018 along with an updated “Withholding Calculator”. For a full text of the notice, go to www.IRS.gov and enter IR-2018-36 in the search window. U.S. citizens and resident aliens can utilize the Withholding Calculator tool to check to make sure the correct amount of federal income tax is being withheld based on their individual financial situation.

Please note that the “Withholding Calculator” will ask for your estimated taxable earnings which, in many cases, will differ from your stated salary due to the additional earnings and deductions that must be taken into account. Detail on your taxable earnings can be obtained via logging into Banner Self Service at https://go.lehigh.edu/banner or you may access it by logging into the Lehigh Portal via the Lehigh University home page at http://www1.lehigh.edu/insidelehigh.

Employees who are classified as nonresident aliens for tax purposes must follow special instructions for completing the W-4 form. Please refer to the Nonresident Alien W-4 form and instructions in the “International Forms and Other Information” section of the Payroll Office website.

If employees determine that they would like to make changes to their withholding, the 2018 Form W-4 form can be downloaded from the Payroll Office website. Updated forms may be submitted to the Payroll Office using the secure electronic FileSender application. For complete instructions on submitting documents to the Payroll Office electronically, select FileSender from the menu items on the Payroll Office website. Original documents may also be sent to the Payroll Office at 306 S. New Street, 4th Floor, Suite 464.

If you have any questions, please contact the Payroll Office at extension 82900 or e-mail inpayrol@lehigh.edu.