

Banner Self Service - JSU PAWS Electronic Tax Form Process



Instruction Guide 1.0
Revised March 2014

Update Form W-4 electronically using Employee Self Services (JSU PAWS)

Please click the Employee Tab and the display below will appear.
Select Tax Forms Link

The screenshot shows the top navigation bar with tabs: Personal Information, Alumni and Friends, Student, Financial Aid, and Employee. The Employee tab is circled in red, with a red arrow pointing to a box labeled "Select the Employee Tab." Below the navigation bar is a search field and links: RETURN TO MENU, SITE MAP, HELP, EXIT. The main content area is titled "Employee" and lists various services: Time Sheet, Leave Report, Request Time Off, Electronic Personnel Action Forms, Benefits and Deductions, Retirement, health, flexible spending, miscellaneous, beneficiary, open enrollment, Benefit Statement, Pay Information, Direct deposit, allocation, earnings and deductions history, or pay stubs, Tax Forms, W-2 Form, W2 Form or T4 Form, Jobs Summary, Leave Balances, JSU Staff Handbook, Effort Certification, Grant Employees Time and Effort Certification. The "Tax Forms" link is circled in red, with a red arrow pointing to a box labeled "Select Tax Forms". At the bottom left, it says "RELEASE: 8.10.1".

Please select W-4 Withholding Allowance Certificate

The screenshot shows the top navigation bar with tabs: Personal Information, Alumni and Friends, Student, Financial Aid, and Employee. The Employee tab is highlighted. Below the navigation bar is a search field and links: RETURN TO MENU, SITE MAP, HELP, EXIT. The main content area is titled "Tax Forms" and lists: W-4 Employee's Withholding Allowance Certificate, Electronic W-2 Consent, W-2 Wage and Tax Statement, W-2c Corrected Wage and Tax Statement. The "W-4 Employee's Withholding Allowance Certificate" link is circled in red, with a red arrow pointing to a box labeled "Click on W-4 Employees Withholding Allowance Certificate". At the bottom left, it says "RELEASE: 8.10.1".

Please select the Update Link

W-4 Employee's Withholding Allowance Certificate

Federal Income Tax

As of Date: Mar 28, 2014

Name:

Address:

Last Name differs from SSN card: No

Deduction Status: Active

Start Date: Nov 21, 2011

End Date:

Filing Status: Single

Number of Allowances: 1

Opt Additional Withholding: .00

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

Print

Click the Update Link

History **Update** Contributions or Deductions | Vendor Web Site

Updating Tax Information

Update W-4

Access HELP for required information on completing the W-4 and then select Certify Changes. You will be required to certify your changes on the next page. Select Delete, if available, to remove the record. If the Deduction Status is set to Exempt and you are required to enter a value in either the Number of Allowances or Additional Withholding, enter 0. If you are not required to enter a value, leave blank.

* - indicates a required field.

Federal Income Tax

Deduction Effective as of: Jan 01, 2014

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:*

Note: Effective Date must be after Dec 31, 2013 the date you were last paid.

01/01/2014

Enter Effective Date (First Day of Pay Cycle)

Deduction Status:*

Active

Do Not Change. Always "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:*

Single

Filing Status:*

Single
Head of Household
Married
Married, but use Single rate
Single

Number of Allowances 99 :*

1

Enter the Number of Exemptions

Opt Additional Withholding 999999.99 :

Enter Additional Withholding Amount

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

Please select the Filing Status from the drop down menu.

Certify Changes

Click here to Submit Changes

Enter Pin

W-4 Certification

Enter your PIN and select Submit if you agree with the statement below. Otherwise, select a link and your W-4 changes will not be submitted.

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.

PIN:

Enter Pin (Same as PAWS Login)

Submit

Press "Submit"

W-4 Confirmation Page

Personal Information Alumni and Friends Student Financial Aid **Employee**

Search Go

[SITE MAP](#) [HELP](#) [EXIT](#)

W-4 Update Confirmation

The updates you requested were successfully processed.

W-4 Form Completion Status

Please contact the Benefits Administrator or Payroll Office if you have any questions about the Tax implications of your changes.

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

[[Benefits and Deductions Menu](#) | [Employee Main Menu](#) | [Main Menu](#)]

***Foreign national employees will not be able to update their status online and are required to submit paper forms.**