

W-4 Form information for employees filing exempt

The Internal Revenue Service requires that you fill out a new W-4 form at the beginning of each year if you wish to continue filing exempt.

Please carefully read the instructions to verify that you are eligible for exempt status and to complete the new 2025 W-4 form correctly (

Steps to update your W-4 – Federal Tax Form on PAWS to an Exempt Status:

Log into PAWS

Faculty & Staff Logins

SWITCH TO STUDENT VIEW

Popular Applications



More Applications

Select

Select View Taxes and Update Federal Withholding tax:

The screenshot shows a navigation menu with the following items:

- Pay Information
- All Pay Stubs
- Latest Pay Stub: 01/05/2024
- Earnings
- View Taxes and Update Federal Withholding Tax (highlighted)
- Job Summary
- Employee Summary

Select W-4 Employee's Withholding Allowance Certificate:

The screenshot shows a list of W-4 certificates with the following columns and data:

View Taxes and Update Federal Withholding Tax	W-4 Employee's Withholding Allowance Certificate	W-2c Corrected Wage and Tax Statement	Filing Status: Single
	Electronic Regulatory Consent		
	Status: Active		
	Number of Allowances: 0		
	Address: 1234 Main St		
	State: NY		
	Filing Status: Zero Exemptions		
			Status: Active

Select Update ** (bottom of page):

Print

History · Update · Contributions or Deductions
W2 Year End Earnings Statement

The "Effective Date of Change" should equal 2/15/2025

If your last name differs from that shown on your Social Security Card,

Note: See Form W-4 instructions

Effective Date of Change MM/DD/YYYY: * 02/15/2025



... * Last year I had no tax liability and...
* This amount does not include any other tax liability...

The "Deduction Status" may show as "Active" –this is where you will update to "Exempt"

Click on **Certify Change** (To save changes):

After selecting click "OK" and you should get the following statement: "The updates you requested were successfully processed."

**Note-