1. Log on to Banner Self Service
   https://adminweb.rowan.edu/

2. Select Employee > Tax Forms

3. To make changes to your Federal Tax withholdings (Form W-4):
   a. Select W-4 Employee’s Withholding Allowance Certificate

   b. Your current W-4 information will be shown and this screen, to make changes select Update (located at the bottom of the screen).
Updating Your Tax Forms in Self Service (Forms W-4/W-2)

W-4 Employee’s Withholding Allowance Certificate

Federal Income Tax
As of Date: 
Name: 
Address: 

Last Name differs from SSN card: 
Deduction Status: 
Start Date: 
End Date: 
Filing Status: 
Number of Allowances: 
Additional Withholding: 

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

Print

[ W2 Year End Earnings Statement ]

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 the value in either the Number of Allowances or Additional Withholding, enter 6. If you are not required to enter a value, leave blank.

- indicates a required field.

**Federal Income Tax**

**Deduction Effective as of:** Aug 18, 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.

**Effective Date of Change** MM/DD/YYYY

Note: Effective Date must be after Aug 17, 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 *

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

Certify Changes

[ ] Restore Original Values

You will then see the Tax Update Confirmation screen, confirming that your changes were successfully completed.

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