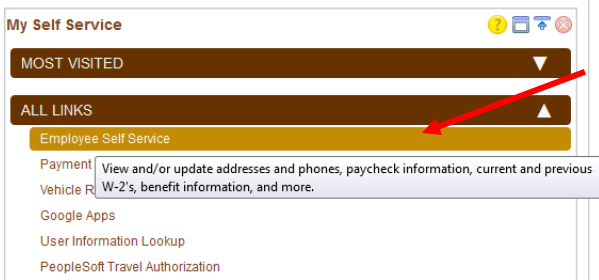


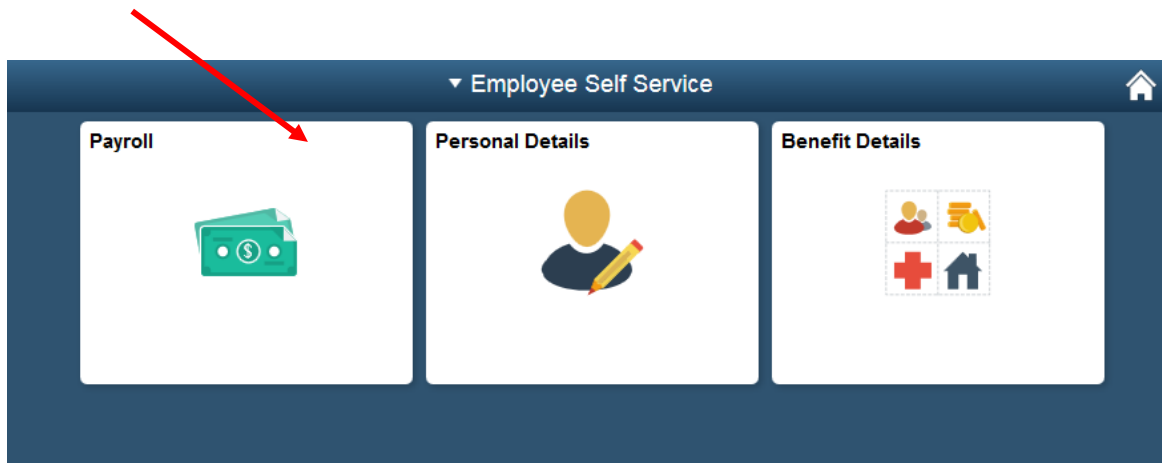
## W-4 Federal Tax Information

- Log into GoWMU – <https://gowmu.wmich.edu/>

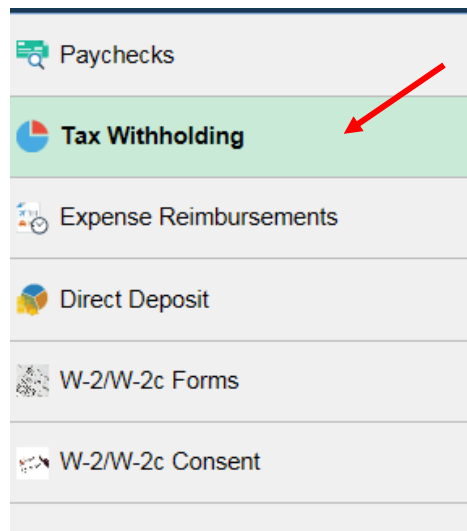


- Select Employee Self Service under the All Links section.

- Click on the Payroll Tile



- Click on Tax Withholding



- Your current Federal and State Withholding Details
- If you wish to change your Federal Tax Withholding, please click anywhere in the box showing the current Federal details.

## Tax Withholding

Company Western Michigan University

Status Active

Form Type	Jurisdiction	Withholding Details		
Federal	Federal	Tax Status	Single	Withholding Allowances 0
		Additional Amount	0.00	Additional Allowances >
		Additional Percentage		Other
State	Michigan	Tax Status	N/A	Withholding Allowances 0
		Additional Amount	0.00	Additional Allowances >
		Additional Percentage		Other

### Federal Tax Withholding Forms

×

Company Western Michigan University

You must complete Form W-4 so the Payroll Department can calculate the correct amount of tax to withhold from your pay. Federal income tax is withheld from your wages based on marital status and the number of allowances claimed on this form. You may also specify that an additional dollar amount be withheld. You can file a new Form W-4 anytime your tax situation changes and you choose to have more, or less, tax withheld.

Whether you are entitled to claim a certain number of allowances or exemptions from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

You can make changes to your withholding allowances online using the downloaded updateable PDF form and submit the changes for processing by your payroll department. Be sure to print or save a copy of the completed form for your records.

**Updateable Forms**

Form Description
Federal Withholding Allowance Certificate >

- Click on the Federal Withholding Allowance Certificate

- A Warning will pop up

**WARNING**

The system will download to your computer a copy of the tax form which contains personal information.  
 You should only continue if you are using a trusted and secure computer.  
 You should not continue if you are using a shared computer or public computer (such as those in a library or internet cafe); doing this could leave your personal information vulnerable.

- Click OK
- You will be asked to open the form in a pdf format

Do you want to open or save PYTWF\_FEDE.pdf from pshrwst.cc.wmich.edu?

- The full Federal W-4 Form will open up
- At the bottom of the first page will be the Withholding Allowance Certificate
- Your personal information will be loaded
- The highlighted questions are what you can answer pertaining to your current situation to make to your Federal tax deductions
- Answer question #3
- Answer question #4, if it pertains to you
- Answer question #5, with the number allowances you wish to claim
- Answer question #6, if you want additional amount withheld from each paycheck
- Answer question #7, if it pertains to you
- Click the green Submit button at the bottom of the first page

----- Separate here and give Form W-4 to your employer. Keep the top part for your records. -----

<b>Form W-4</b> Department of the Treasury Internal Revenue Service		<b>Employee's Withholding Allowance Certificate</b>		OMB No. 1545-0074 <b>2017</b>
<b>▶ Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.</b>				
<b>1</b> Your first name and middle initial Chaquita		Last name Banana		<b>2</b> Your social security number XXX-XX-7689
Home address (number and street or rural route) 118 Monroe St.		<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. <small>Note: If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.</small>		
City or town, state, and ZIP code Kalamazoo, MI 49006-4433		<b>4</b> If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. <input type="checkbox"/>		
<b>5</b> Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)				<b>5</b>
<b>6</b> Additional amount, if any, you want withheld from each paycheck				<b>6</b> \$
<b>7</b> I claim exemption from withholding for 2017, and I certify that I meet <b>both</b> of the following conditions for exemption. <ul style="list-style-type: none"> <li>• Last year I had a refund of <b>all</b> federal income tax withheld because I had <b>no</b> tax liability, <b>and</b></li> <li>• This year I expect a refund of <b>all</b> federal income tax withheld because I expect to have <b>no</b> tax liability.</li> </ul> If you meet both conditions, write "Exempt" here.				
				<b>7</b> <input type="text" value="Not Applicable"/>
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.				
Employee's signature (This form is not valid unless you sign it.) ▶ Chaquita Banana				Date ▶ 10/17/2017
<b>8</b> Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.) Western Michigan University 1903 West Michigan Avenue Kalamazoo, MI 49008			<b>9</b> Office code (optional)	<b>10</b> Employer identification number (EIN) 36007327
For Privacy Act and Paperwork Reduction Act Notice, see page 2.			Cat. No. 10220Q	Form <b>W-4</b> (2017)

- To complete your change you must enter your Bronco Net ID and Password
- Click OK

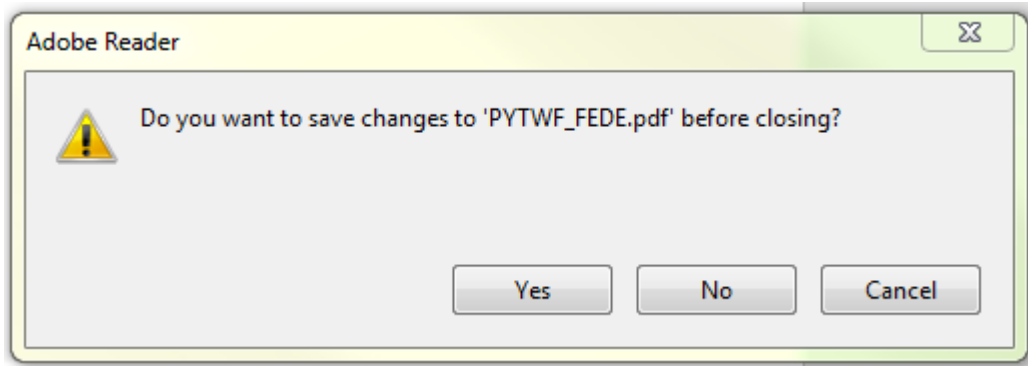


***The changes you have made to your Employee Withholding Allowance Certificate have been successfully submitted on 2017-08-03. You can scroll to the next page to view your saved data or print/save a copy of this document for your records.***

***Please be advised when you close this document the original PDF document remains open for your reference. To exit the application process, you will need to close both the original and the updated PDF documents.***

***If you need to make additional changes, you must navigate back to the Tax Withholding Forms page and begin the process again.***

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- Select the X in the right upper corner to close the Federal Tax Withholding Forms
- It will give you an option to save the document to your computer if you wish
  
- You will receive an email in regards to your submission

In the event that an email notification is received when a change has not been requested by you, please contact the Payroll and Disbursement department immediately at (269) 387-2935 or by emailing Payroll and Disbursements at [payroll-dept@wmich.edu](mailto:payroll-dept@wmich.edu).