

BANNERWEB SELF SERVICE INSTRUCTIONS: FORM W-4

For completing a W-4 Federal Employee
Withholding Allowance Certificate

Banner Self Service or Paper....but not BOTH!

You may submit the W-4 Form through Banner Self Service OR by paper W-4 Form. DO NOT do both.

If you experience any problems completing your W-4 form through Banner Self Service please send an e-mail to: payroll@richmond.edu.

Please include your Banner ID, a screen shot and/or a complete explanation of the problem encountered.

Can't you just make it simpler? Give me the text only instructions

Through BannerWeb:

Select Employee

Select Tax Forms

To update your Federal Withholding Select W4

Select Update

Choose your Filing Status

Choose your Number of Allowances

Choose any Additional Amount if desired

Select Certify Changes

Choose Okay to the pop-up statement

View your confirmation

YOU'RE DONE!!!!

DETAILED INSTRUCTIONS

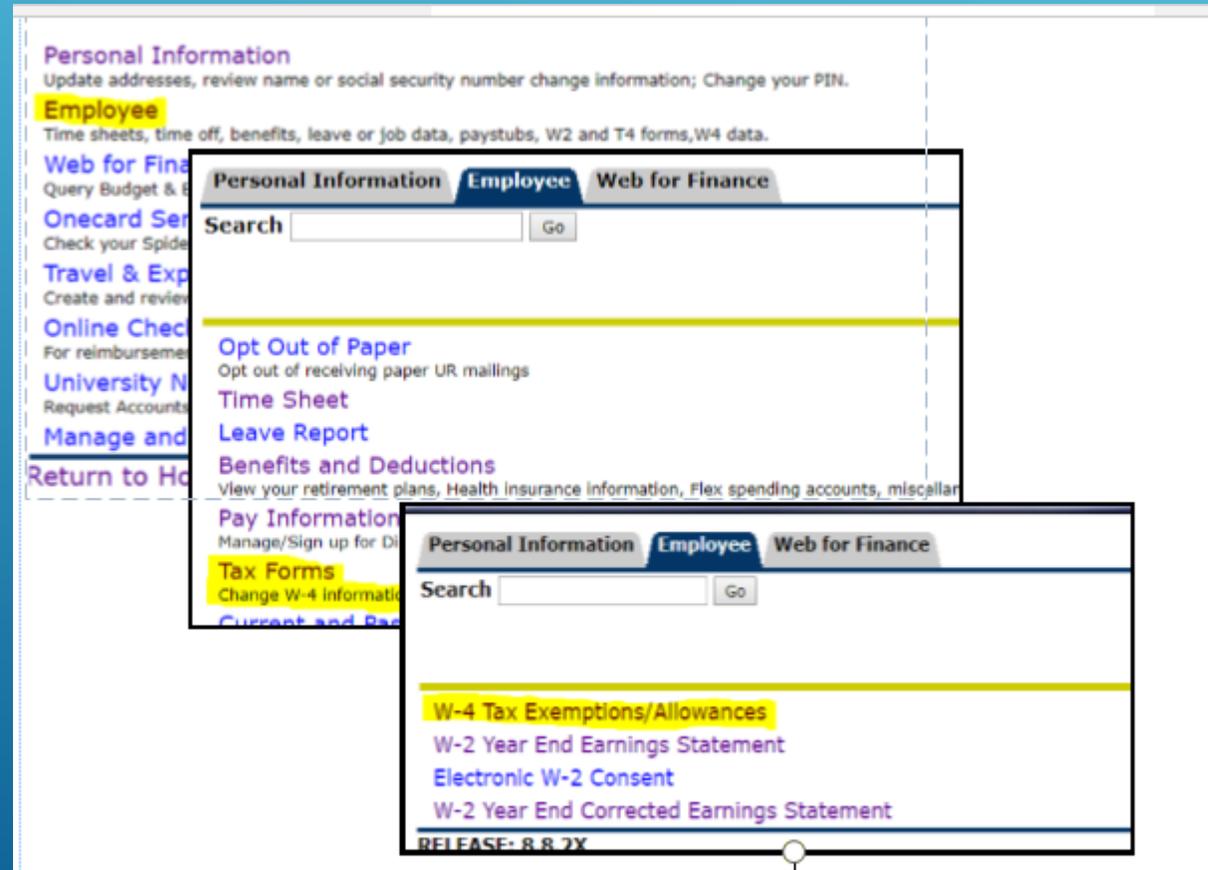
Log in to BannerWeb



UNIVERSITY OF
RICHMOND

Enter your Network ID and
Password

Select the following from the menu:



The screenshot shows the BannerWeb interface with the 'Employee' menu item highlighted in yellow. Below it, the 'Tax Forms' menu item is also highlighted in yellow. The 'Tax Forms' sub-menu is expanded, showing options like 'W-4 Tax Exemptions/Allowances', 'W-2 Year End Earnings Statement', 'Electronic W-2 Consent', and 'W-2 Year End Corrected Earnings Statement'. The 'W-4 Tax Exemptions/Allowances' option is highlighted in yellow. The 'RELEASE- 8 8 2X' text is visible at the bottom of the screenshot.

Personal Information
Update addresses, review name or social security number change information; Change your PIN.

Employee
Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms,W4 data.

Web for Finance
Query Budget & E

Onecard Ser
Check your Spide

Travel & Exp
Create and review

Online Chec
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Request Account

Manage and
Return to Ho

Personal Information Employee Web for Finance

Search Go

Opt Out of Paper
Opt out of receiving paper UR mailings

Time Sheet

Leave Report

Benefits and Deductions
View your retirement plans, Health Insurance information, Flex spending accounts, miscellar

Pay Information
Manage/Sign up for Di

Tax Forms
Change W-4 informati

Current and Rec

Personal Information Employee Web for Finance

Search Go

W-4 Tax Exemptions/Allowances

W-2 Year End Earnings Statement

Electronic W-2 Consent

W-2 Year End Corrected Earnings Statement

RELEASE- 8 8 2X

This is information about your current W-4 Withholding Allowance Certificate

As of Date: Today's Date

Personal Information | **Employee** | Web for Finance

Search

W-4 Tax Exemptions/Allowances

Your W-4 information determines the amount of Federal Tax that is withheld from your pay.

Federal Withholding Tax

As of Date:	Mar 21, 2018
Name:	[REDACTED]
Address:	[REDACTED]
Last Name differs from SSN card:	No
Deduction Status:	Active
Start Date:	Apr 24, 1990
End Date:	
Filing Status:	Married
Number of Allowances:	1
Additional Withholding Amount:	.00

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

[History](#) | [Update](#) | [Contributions](#)

Deduction Status:

- ACTIVE indicates you are subject to Federal withholding tax.
- EXEMPT indicates you met one of the following conditions:
 - You certified that you are exempt from federal withholding tax because you met specific conditions (see W-4 for exempt conditions.)
<http://www.irs.gov/pub/irs-pdf/fw4.pdf> .
 - You are a Foreign National being taxed as a nonresident alien for tax purposes on a special NRA tax deduction code for federal withholding
 - You are a nonresident alien or resident alien receiving tax treaty benefits and exempt up to the maximum wage amount allowed under the treaty.

Start Date: The start date of your first federal deduction record

End Date: Always blank for active employees. Please notify Payroll if an end date is reflected

To Update your W-4 Withholding Allowance Certificate, Click on Update.

Personal Information **Employee** Web for Finance

Search

W-4 Tax Exemptions/Allowances

 Your W-4 information determines the amount of Federal Tax that is withheld from your pay.

Federal Withholding Tax

As of Date:	Mar 21, 2018
Name:	[REDACTED]
Address:	[REDACTED]
Last Name differs from SSN card:	No
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Start Date:	Apr 24, 1990
End Date:	
Filing Status:	Married
Number of Allowances:	1
Additional Withholding Amount:	.00

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

[History](#) **Update** | [Contributions](#)

Non-citizens will not have access to the "Update" feature and should contact the Office of International Taxation to inquire about updating forms.

Office of International Taxation
dslough@Richmond.edu
804-287-6007

The W-4 Form on BannerWeb:

Update W-4 Information



- Enter your desired changes and click the Submit Changes button. Please realize that by clicking the Submit Changes button, you are certifying the accuracy of the information submitted. If you wish to return to original values, click that button. The Delete box is visible at the bottom of the page, you can delete your change by checking the box and clicking the Delete button. For more information on the instructions for completing form W4 can be found at <http://www.irs.gov/pub/irs-pdf/fw4.pdf>
- If you are a non-resident alien (NRA), your status should only be updated by the Office of International Taxation (OIT) 707 if you have any questions.

This is the effective date of your current federal withholding deduction

* - indicates a required field.

Federal Withholding Tax Deduction Effective as of:

Mar 01, 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 Feb 28, 2018 the date you were last paid.

03/01/2018

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

Number of Allowances 99 :* 1

Additional Withholding Amount 999999.99 : 0.00

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

Certify Changes

Restore Original Values

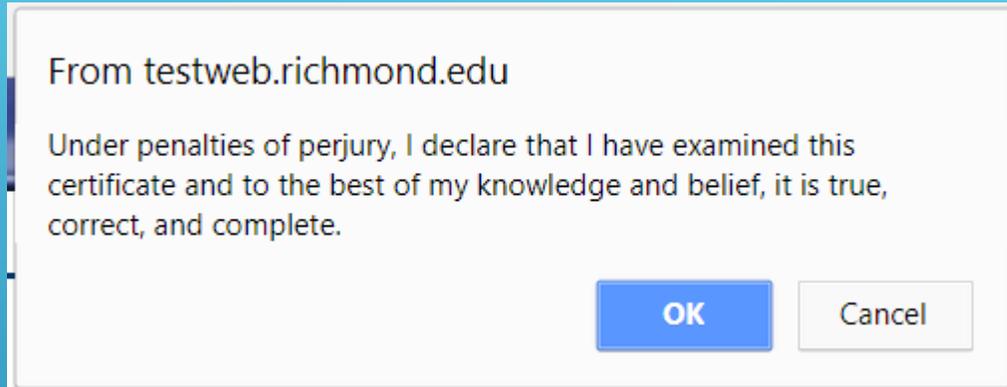
Effective Date of Change: To change your W-4 Withholding Certificate for the next available payroll, do **NOT** make any change to the Effective Date. You may elect to begin your change on a future date. Key in the date you would like the change to begin-use a pay period begin date.

Review Deduction Status notes on Slide 5.

Further Instructions and Worksheets to determine the correct number of allowances can be found on the W-4 Form: <http://www.irs.gov/pub/irs-pdf/fw4.pdf>

Once completed, click certify changes. If you wish to return to original values, click that button.

You will need to acknowledge the following statement:



Congratulations– You are done!

Tax Update Confirmation

The updates you requested were successfully processed.

Tax updates are processed immediately but are subject to review by the Benefits Administrator or Payroll Office.