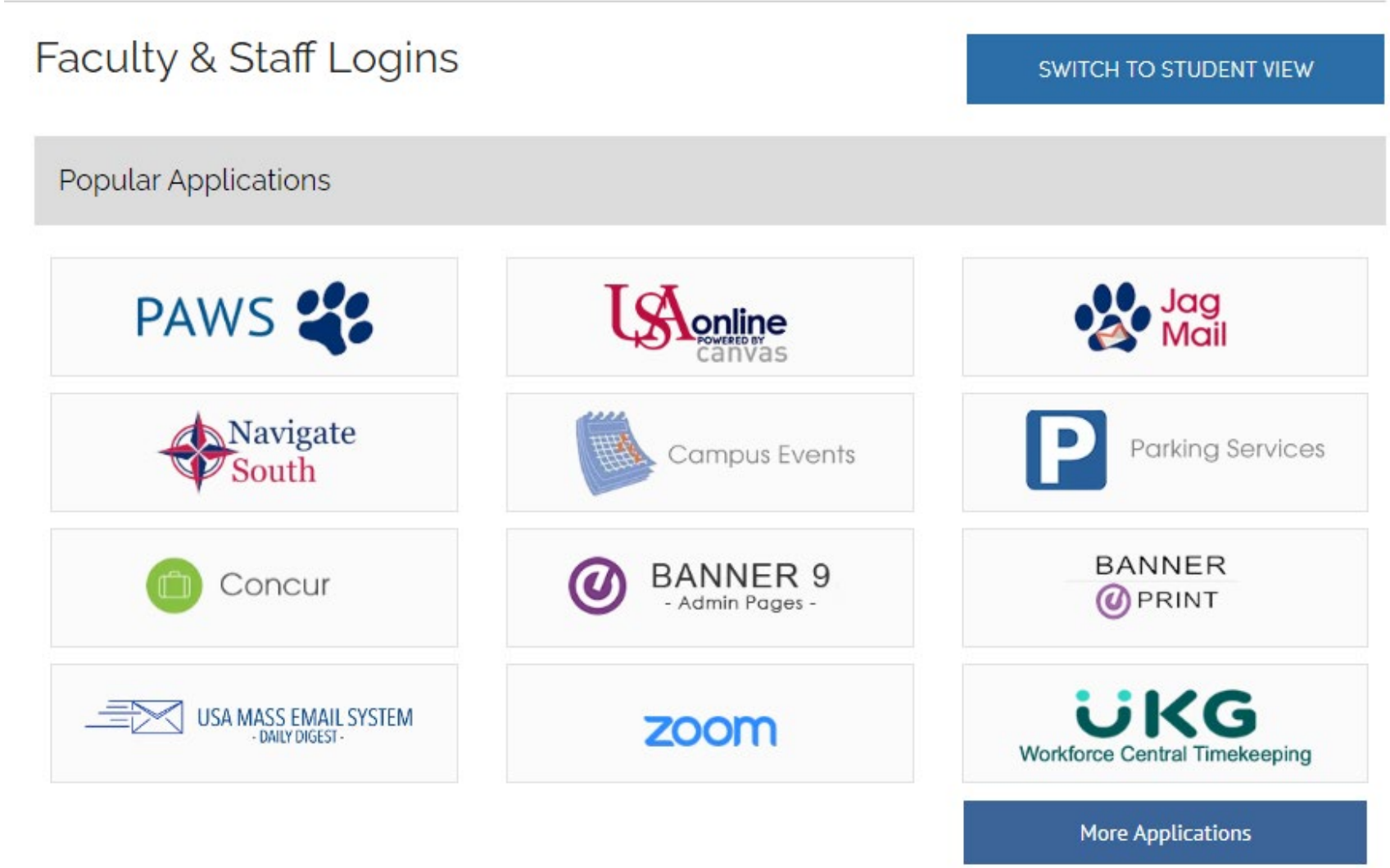
W-4 Form information for employees filing ***exempt***

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.

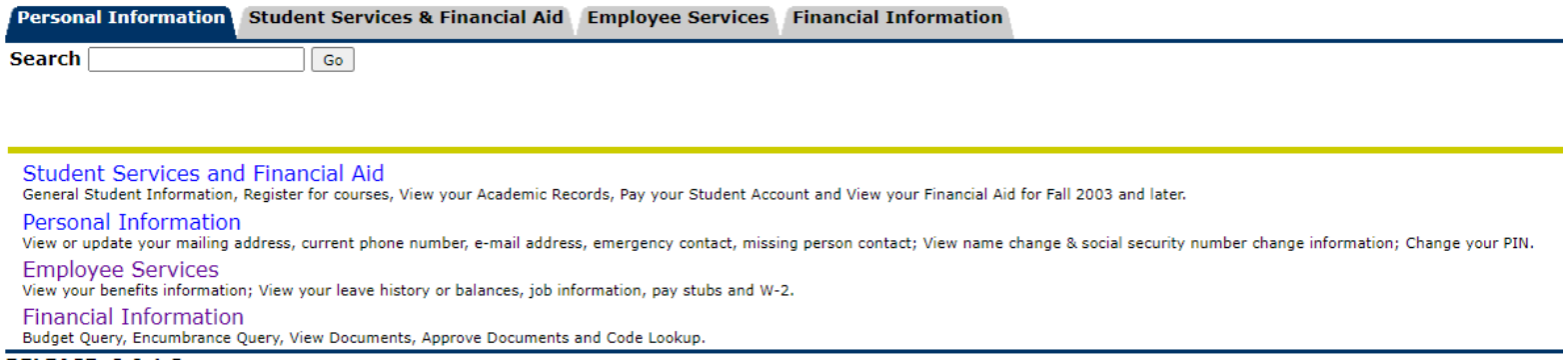
Please carefully read the instructions to verify that you are eligible for exempt status and to complete the new 2024 W-4 form correctly (https://www.irs.gov/pub/irs-pdf/fw4.pdf).

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

Log into PAWS



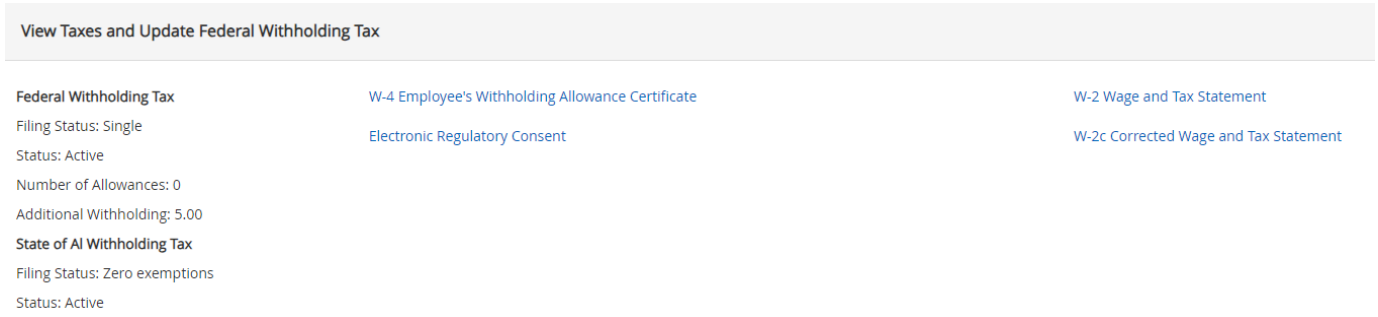
Select Employee Services:



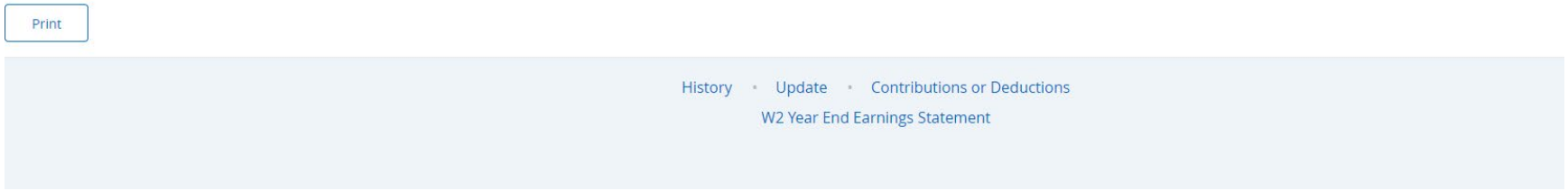
Select Employee Dashboard:

Select View Taxes and Update Federal Withholding tax:

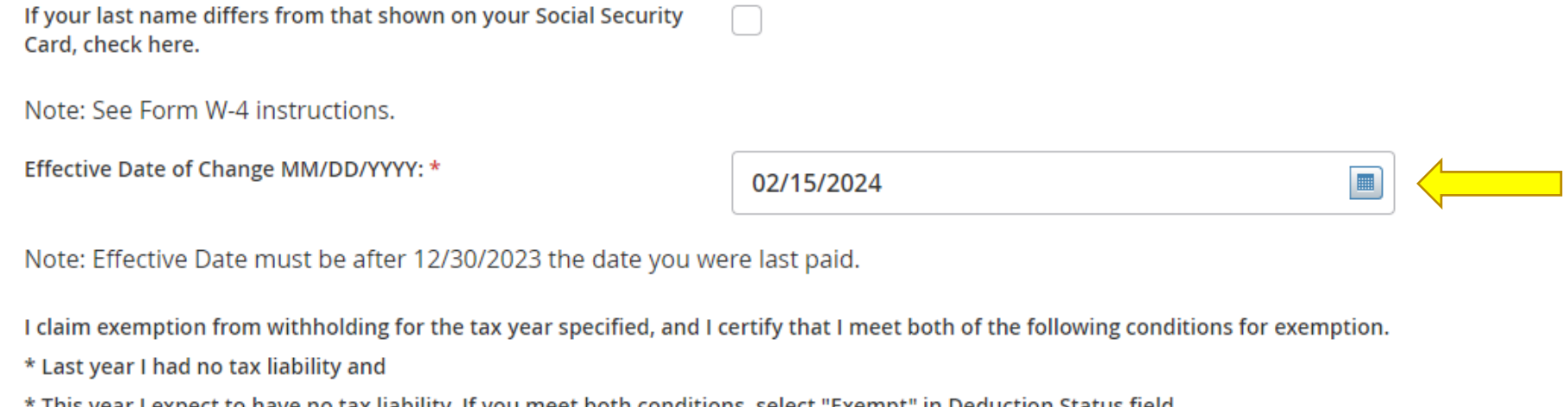
Select W-4 Employee's Withholding Allowance Certificate:



Select Update ** (bottom of page):

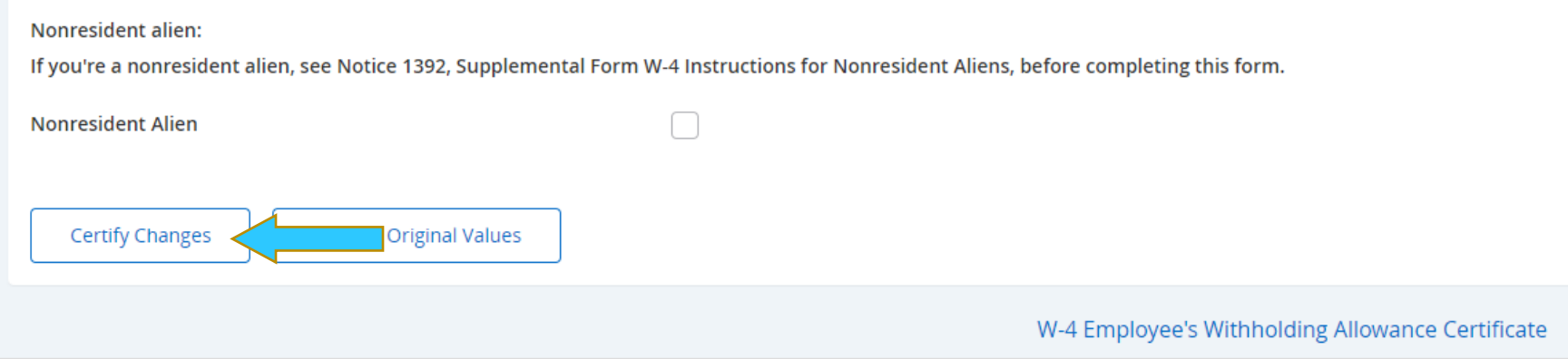


The "Effective Date of Change" should equal 2/15/2024



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- Update Process will be unavailable during payroll processing cycles.