Employee Self-Service W-4 Exemptions/ Allowances Instructions

Initial Set Up for Federal Tax Filing

* Please consult a tax preparer if assistance is needed to complete the form.

1. Login to Banner Rams
2. Click "Enter Secure Area"
3. Select "Employee Main Menu"
4. Select "Tax Forms"
5. Click on "W-4 Tax Exemptions/Allowances"
6. Select "Update"
7. Enter information for all required fields

8. Select "Certify Changes"
9. If it was successful, a tax update confirmation will appear

If not, read the error message and fix as necessary