

# 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

\* - indicates a required field.

### Federal Tax

Deduction Effective as of:

Aug 01, 2024

If your last name differs from that shown on your Social Security Card, check here.  
Note: See Form W-4 instructions.

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

Note: Effective Date must be after Jul 31, 2024 the date you were last paid.

08/01/2024

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 no tax liability and

\* This year I expect to have no tax liability. If you meet both conditions, select "Exempt" in Deduction Status field.

Deduction Status:\*

Active ▾

Step 1(c): Enter Personal Information

Filing Status:\*

Filing Statuses are Single, Married Filing Separately, Married filing jointly (select this option if Qualifying widow(er)), Head of Household (Select only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual).

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

### Tax Update Confirmation

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The updates you requested were successfully processed.

If not, read the error message and fix as necessary