

# W-4 Information

Abilene Christian University utilizes electronic W-4 software. Payroll will automatically set your W-4 elections to single.

- **If you are a nonresident Alien, please update your GLACIER form at [www.online-tax.net](http://www.online-tax.net).** Please bring the forms created by the GLACIER Software along with your I-20 and passport to the Human Resources Office in the Administration Building Room 213.
- All other employees, to change your W-4 elections, please use the following steps:
  - o Go to [www.my.acu.edu](http://www.my.acu.edu) and login to your account
  - o In the top left-hand corner, click on the “**Banner**” link
  - o Click on the tab or link labeled “**Employee**”

The screenshot shows the Banner Web interface. At the top, there is a navigation bar with links for Home, Mail, Calendar, Drive, Sites, Files, and Banner. Below this, the main content area is titled "Banner Web" and contains a horizontal menu with tabs for "Student Services & Financial Aid", "Employee", "Personal Information", and "Proxy Menu". The "Employee" tab is highlighted and circled in red. Below the menu is a search bar with a "Go" button. The main content area is titled "Employee" and contains a list of links: "Employee Dashboard - SSB9", "Time Sheet for Nonexempt and Student Employees", "Enter Hours Worked", "Leave Report for Exempt Employees", "Enter Lost Time", and "EPAF Main Menu". The "Employee Dashboard - SSB9" link is circled in red. At the bottom of the page, it says "RELEASE: 8.9.1.3".

Navigate to the “Employee” tab in Banner

Open the “Employee Dashboard”

### Employee Dashboard



Wildcat, Willie

[My Profile](#)

Click on the **"Taxes"** tab on your Employee Dashboard.

Click on the link that says **"W-4 Employee's Withholding Allowance Certificate"** to access your latest W-4 form.

Pay Information	My Activities
Earnings	Enter Time
Benefits	Approve Time
<b>Taxes</b>	Approve Leave Report
Federal Withholding Tax	Electronic Personnel Action Forms (EPAF)
W-4 Employee's Withholding Allowance Certificate	
W-2 Wage and Tax Statement	
W-2c Corrected Wage and Tax Statement	
1095-C Employer Provided Health Insurance Offer and Coverage Statement	
Job Summary	

### W-4 Employee's Withholding Allowance Certificate

#### Federal Tax

As of Date: 07/28/2022  
Name: Willie T. Wildcat  
Address: 1600 Campus Court  
Abilene, TX, 79601  
Last Name differs from SSN card: No  
Deduction Status: Active  
Start Date: 07/31/2019  
End Date:  
Filing Status: Single  
Number of Allowances: 0  
Additional Withholding: 0.00  
Note: Additional amount, if any, you want withheld from each paycheck.

Your current information will populate in this space to the left

At the bottom of the screen you will find a list of different actions. Click on the section that says **"Update."**

[Print](#)

History **Update** Contributions or Deductions Vendor Web Site  
W2 Year End Earnings Statement

Step 2C Indicator

TIP: To be accurate, submit a Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents

If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by \$2,000

Multiply the number of other dependents by \$500

Add the amounts above and enter the total here

Step 4 (optional): Other Adjustments

(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income

(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here

(c) Extra withholding. Enter any additional tax you want withheld each pay period

Nonresident alien:

If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Nonresident Alien

Fill in your new information  
and click **"Certify Changes."**

Certify Changes

Restore Original Values