

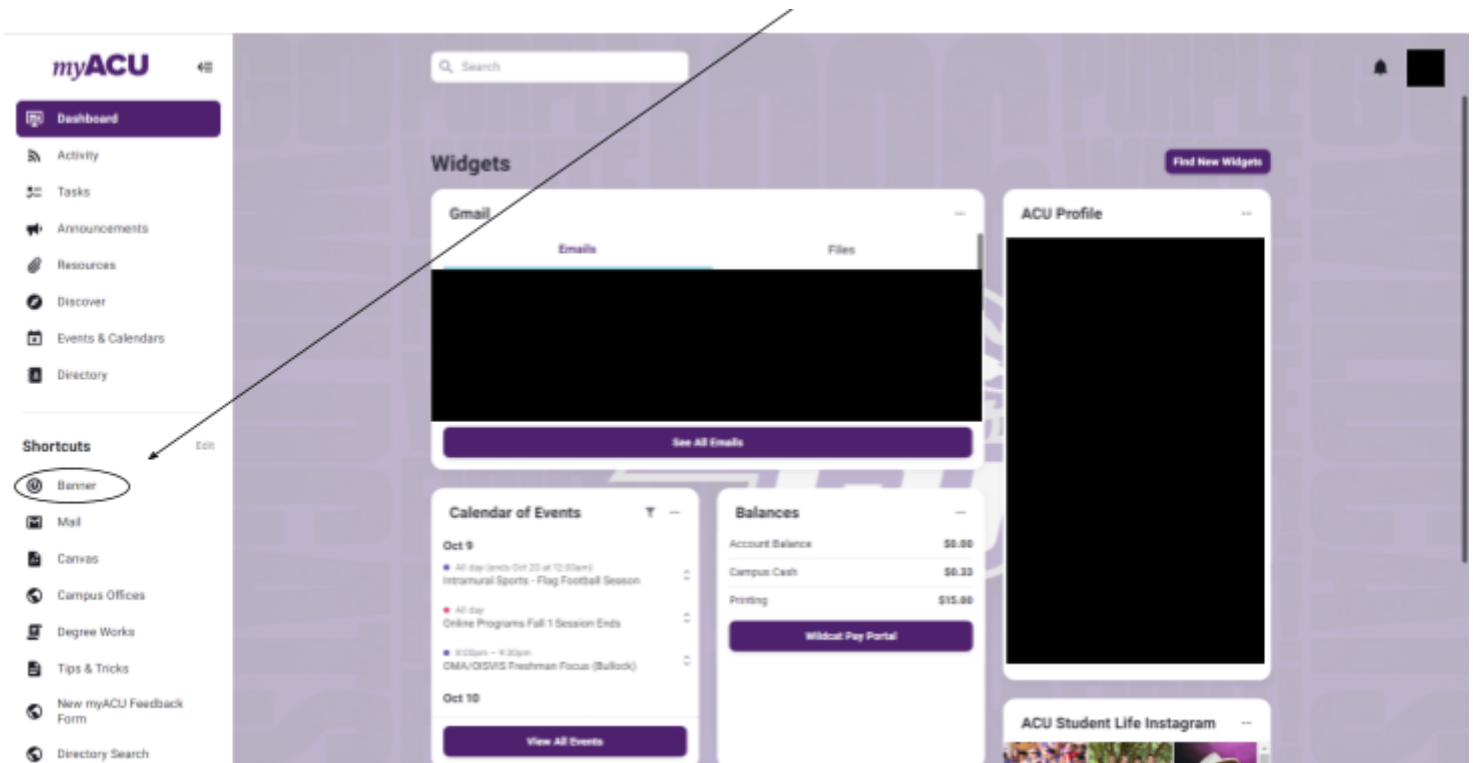
# W-4 Information

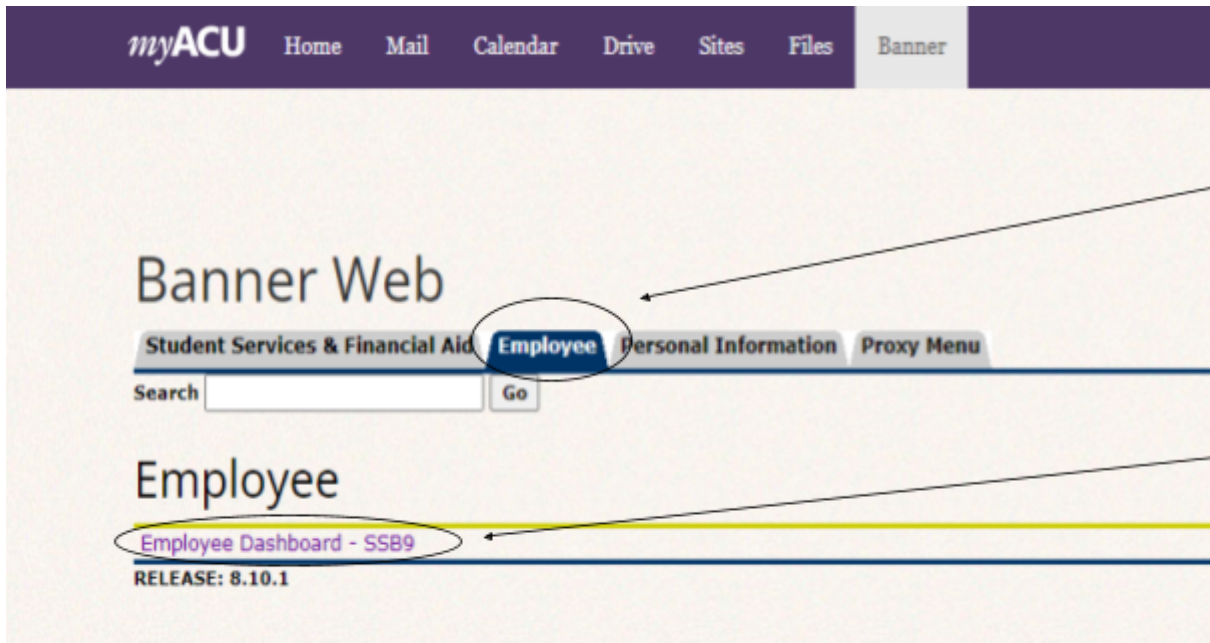
Abilene Christian University utilizes electronic W-4 software. Payroll will automatically set your W-4 elections to single.

- 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:

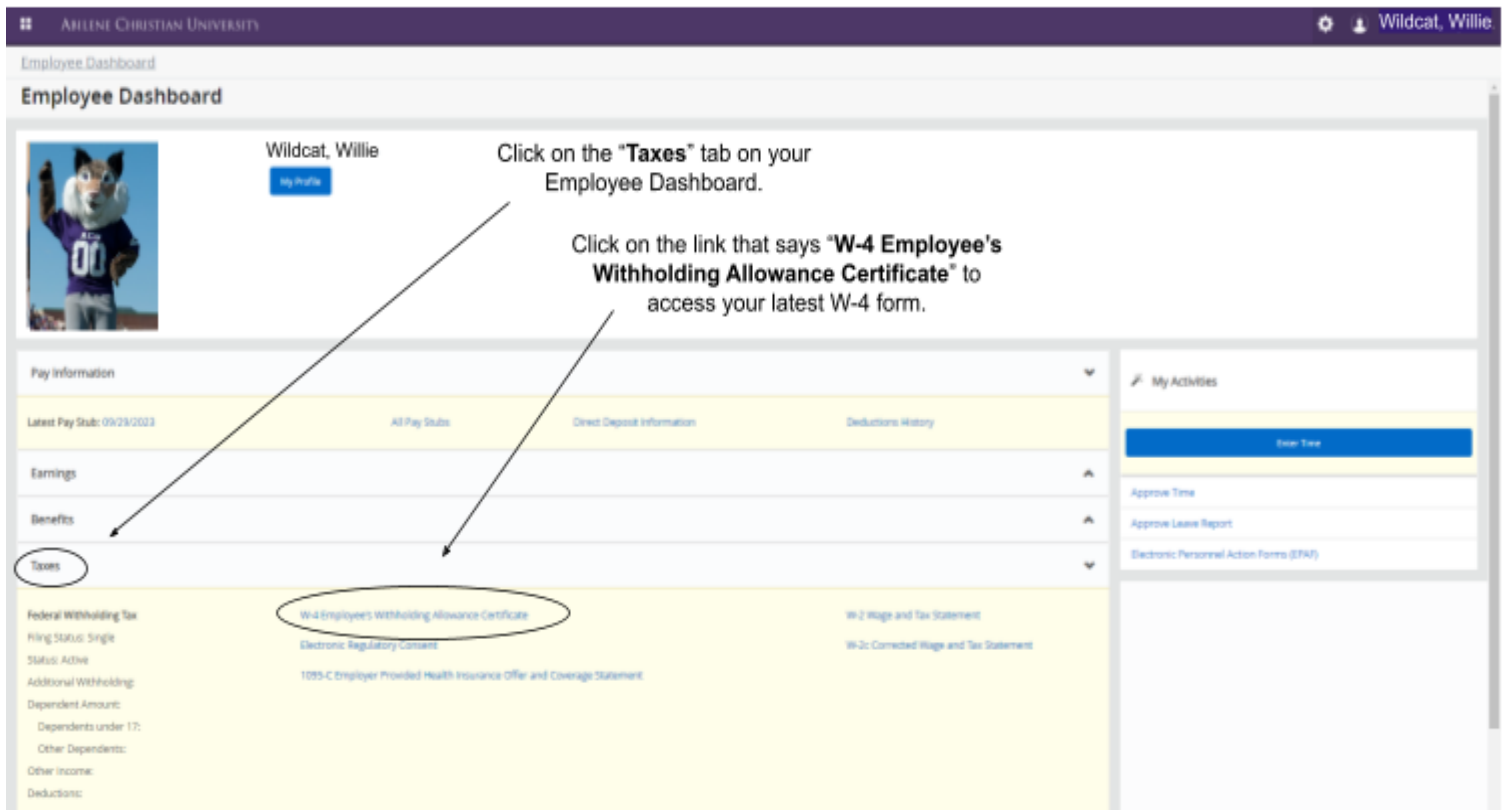
- o Go to your myACU dashboard and login to your account
- o On the left under “Shortcuts,” click on the “**Banner**” link





Navigate to the "Employee" tab in Banner

Open the "Employee Dashboard"



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.

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Employee Dashboard > W-4 Employee's Withholding Allowance Certificate

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

**Federal Tax**

|                                  |                                       |
|----------------------------------|---------------------------------------|
| As of Date:                      | 10/09/2023                            |
| Name:                            | Wile T. Widcat                        |
| Address:                         | 1600 Campus Court<br>Arlene, TX 79601 |
| Last Name differs from SSN card: | No                                    |
| Deduction Status:                | Active                                |
| Start Date:                      | 08/29/2020                            |
| End Date:                        |                                       |
| Filing Status:                   | Single                                |
| Nonresident Alien:               | No                                    |
| Step 2C Indicator:               | No                                    |
| Dependent Amount:                | 0.00                                  |
| Other Income:                    | 0.00                                  |
| Deductions:                      | 0.00                                  |
| Additional Withholding:          | 0.00                                  |

Note: Extra Withholding. Enter any additional tax you want withheld each pay period.

Print

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

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."

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Employee Dashboard > Update W-4

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 \$300

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

Certify Changes Restore Original Values

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