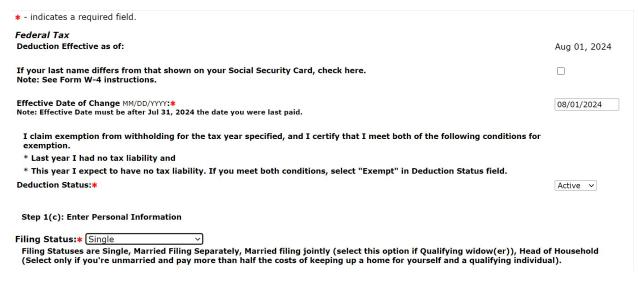
## **Employee Self-Service W-4 Exemptions/ Allowances Instructions**

## **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

Tax Update Confirmation

The updates you requested were successfully processed.

If not, read the error message and fix as necessary