Set-up or Modify your Federal W-4 Form

Login to ZagWeb –
www.gonzaga.edu/zagweb

Click Enter Secure Area

Enter your User (GU) ID and PIN – click Login

Click Employee on Main Menu

Click on Tax Forms

Gonzaga University

Personal Information | Employee

Search [ ] Go

Tax Forms

➡ W-4 Employee's Withholding Allowance Certificate
Electronic W-2 Consent
RELEASE: 8.10.1

Click on W-4 Employee's Withholding Allowance

Gonzaga University

Personal Information | Employee

Search [ ] Go

W-4 Employee's Withholding Allowance Certificate

Federal Income Tax
As of Date: 06-AUG-2014
Name:
Address:

Last Name differs from SSN card: No
Deduction Status: Active
Start Date: 24-MAR-2014
End Date:
Filing Status: Married
Number of Allowances: 3
Additional Withholding Req: .00
Note: Additional amount, if any, you want withheld from each paycheck.

[Print]

History | Update

Your current withholding election information will appear

Select Update to make changes

Personal Information | Employee

Search [ ] Go   Back   SITE MAP   HELP   EXIT

Update W-4

Access HELP for required information on completing the W-4 and then select Certify Changes. You will be required to certify your changes on the next page. Select Delete, if available, to remove the record. If the Deduction Status is set to Exempt and you are required to enter a value in either the Number of Allowances or Additional Withholding, enter 0. If you are not required to enter a value, leave blank.

* - Indicates a required field.

> **If you need additional information on how to complete your W-4, see the IRS website - http://www.irs.gov/pub/irs-pdf/fw4.pdf**

Federal Income Tax
Deduction Effective as of: 01-AUG-2014

If your last name differs from that shown on your Social Security Card, check here. ☐
Note: You must contact Social Security Administrator for a replacement card.

Effective Date of Change MM/DD/YYYY: *   08/01/2014
Note: Effective Date must be after 31-JUL-2014 the date you were last paid.

Deduction Status: *   Active ▼

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 a right to a refund of all federal income tax withheld because I had no tax liability and

* This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.
If you meet both conditions, select "Exempt" in Deduction Status field.

Filing Status: * Married ▼
Number of Allowances 99 : * 3
Additional Withholding Req 999999.99 :
Note: Additional amount, if any, you want withheld from each paycheck.

[Certify Changes]
[Restore Original Values]

Complete Required Fields then Certify Changes

Enter your ZagWeb PIN as your digital signature

Gonzaga University

Personal Information | Employee

Search [   ] Go   SITE MAP HELP EXIT

W-4 Certification

Enter your PIN and select Submit if you agree with the statement below. Otherwise, select a link and your W-4 changes will not be submitted.

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

PIN: [   ]

[Submit]

W-4 Employee's Withholding Allowance Certificate

RELEASE: 8.4.1.2

You will see the confirmation page when complete

Gonzaga University

Personal Information | **Employee**

Search [   ] [Go]

W-4 Update Confirmation

The updates you requested were successfully processed.

If you would like to see a copy of your W-4, select Print from the current W-4 election page

If you would like to see a history of W-4 elections, Select History on the bottom of the page

Gonzaga University

Personal Information | Employee

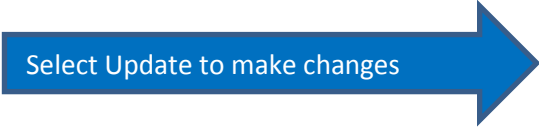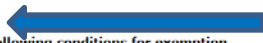Search [   ] [Go]

W-4 Employee's Withholding Allowance Certificate

Federal Income Tax
As of Date: 06-AUG-2014
Name:
Address:

Last Name differs from SSN card: No
Deduction Status: Active
Start Date: 24-MAR-2014
End Date:
Filing Status: Married
Number of Allowances: 3
Additional Withholding Req: .00
  Note: Additional amount, if any, you want withheld from each paycheck.

[Print]   History | Update

Click the Employee tab to return to the Main Menu

Click on Exit to sign out of ZagWeb

Gonzaga University

Personal Information | Employee

Search [   ] [Go]   SITE MAP HELP EXIT

Main Menu

Hello Michael B. Thompson.
Welcome to Zagweb - Gonzaga University's Web Information System Last web access on 19-AUG-2014 at 11:06am

ZagAlert
To ensure the safety and security of our campus community, Gonzaga has created an emergency notification system (ZagAlert) to make its students, faculty and staff aware and offer direction should something be a campus community.
[✓] You are not currently a ZagAlert participant, but are very welcome to join and become a part of the University's Zag Alert/Emergency Notification system.

Electronic Billing, Payment, Deposits, and eRefund
Review your most recent electronic billing statement. Via CASHNet, review an electronic billing statements, make a payment on your Student Account, make a tuition or room deposit, and sign up for eRefund.

GU Who's Who
GU Who's Who is the official student directory. Personal student information available can include photo, student status, email address, phone number, and mailing address. Students who would like to make changes REGISTRAR'S OFFICE. (Law Students contact the Registrar at ext 3731 or on the 2nd floor of the Law Building. All other Students contact the Registrar at ext 6592 or on the 2nd floor of the Administration Building.) Restricted" will NOT be displayed.

Personal Information
View or update address(es), phone number(s), e-mail address(es), emergency contact information & marital status; View name change & social security number change information; Change your PIN.

Employee
Time sheets, leave, benefits and deductions, Pay Information, Tax Forms, Leave Balances

Finance Budget Information
Authorized access to Budget Information made possible by the Gonzaga University Controller's Office.

Add or Update Veteran Classification
Military Separation Date and Veterans Classification

Return to Homepage