

## How To *View* or *Update* your W-4 Employee Withholding Certificate in CLASS-Web

This How-To document will show you how to update your W-4 Employee Withholding Certificate in CLASS-Web.

### The W-4 Form

**The purpose of the W-4 Form is to provide CLPCCD with employee personal and financial information to determine your correct federal income tax withholding from pay.**

You can change your W-4 certificate any time by simply completing and submitting another electronic W-4 form in CLASS-Web.

**Note: No more paper W-4 forms will be accepted.** If you want to update your W-4 certificate you must do so using the electronic form in CLASS-Web!



**Caution!** *The W-4 form only updates Federal taxes.* You must also download and fill out the California State Employee's Withholding Allowance Certificate DE-4 form from the Tax Forms menu in CLASS-Web. Please send the completed form to the CLPCCD Payroll office.

## Step-by-Step Instructions to Update your W-4 in CLASS-Web:

1. Go to **CLASS-Web**
2. Click on the **Employee Information** tab
3. Then click on the **Tax Forms** link

# How To Update Your 2020 W-4 Employee Withholding Certificate in CLASS-Web

## Employee Information

- [Leave Report](#)
- [Request Time Off](#)
- [Benefits and Deductions](#)  
View your retirement, health, flexible spending, and miscellaneous benefit informati
- [Pay Information](#)  
Direct deposit allocation, earnings and deductions history, and pay stubs information
- [Tax Forms](#)**  
W4, DE-4 forms and W2 information
- [Leave Balances](#)
- [ePAF Main Menu](#)



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4. Select **W4 Employee Withholding Certificate** to view your current tax status.
5. To change your Withholding Certificate click on the **Update** link at the bottom of the page in the center
6. By default, the system will put in the **today's date** as the Effective Date of the Change. You can leave this date, or if you would like to future-date the change to a subsequent month, change the date. Always use the first day of the month and use the mm/dd/yyyy format.

Effective Date of Change MM/DD/YYYY: \*  
Note: Effective Date must be after Mar 31, 2018 the date you were last paid.

04/01/2018

7. If you believe you should be **Exempt** from paying all Federal Tax, select Exempt from the dropdown. **Review the conditions for tax exemption carefully.**

### Deduction Status:\*

Active  
 Exempt

I claim exemption from withholding for the tax year specified, and I certify that I meet **one** 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.

8. If you did not select Exempt, under the **Filing Status** dropdown, select your new filing status (Head of Household, Married, Married – but use Single Rate, Single)

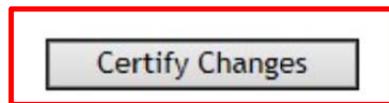
**Filing Status:**

**Number of All**

- Head of Household
- Married
- Married, but use Single rate
- Single

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9. Step 2C Indicator – check the box if section 2C on the W-4 form (Multiple Jobs or Spouse Works) applies to you and you want to have this affect your withholding.
10. Follow the other steps listed on the web for other optional fields on the W-4 Employee Withholding Certificate.
11. Click on **Certify Changes**



12. Review the certification statement in the popup box, and if you agree click **OK**. Click **Cancel** if you do not agree to the statement and your changes will be canceled.

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.

[Cancel](#)   [OK](#)



*Your new W4 Employee Withholding Certificate **will be effective the next pay period** unless you future-date the change to another month in Step 5.*

## W-4 Update Confirmation

The updates you requested were successfully processed.



Please contact your tax adviser if you have any questions about the tax implications of your changes.

### Note

**Note:** You can repeat the steps above at any time in the future to modify your exemptions/allowances.

**You can find more information about the Form W-4 on the IRS website, or contact your tax advisor:**

<https://www.irs.gov/forms-pubs/about-form-w4>