

Overview of Annual Form W-4 Reset

Each February, the Payroll and Tax Compliance Office conduct a system reset of Form W-4 records after prior federal income tax (FIT) exemption statuses expired. This reset is required to ensure accurate FIT withheld in accordance with IRS guidelines. The reset may affect the amount of FIT withheld from your paycheck, which could change your net (take-home) pay.

Employees whose current Form W-4 was affected by this annual reset will receive courtesy email notification from the Payroll Office.

Please refer to the Frequently Asked Questions below for additional information regarding the W-4 reset.

Why is my W4 status being reset?

This reset is happening because your W4 indicated an exemption from withholding, meaning you elected not to have federal income tax (FIT) withheld from your payroll.

What is the requirement?

According to IRS [guideline](#), a W4 claiming exemption from withholding is valid for only the calendar year in which it's furnished to the employer.

To remain exempt in the following year, the employee is required to submit a new W4 by February 15, or the next business day if it falls on a weekend or holiday.

What's the impact on my payroll check after my W4 was reset?

After this reset, you will no longer be exempt from FIT, and it will be deducted from your future payroll checks.

What should I do if I want FIT withheld from my paycheck?

You can leave the W4 as it is or update your withholding preferences. Please take a moment to access Employee Self-Service, follow the navigation steps in the [user guide](#), review the W4 carefully, and make the selections that fit you best.

How can I exempt myself from FIT withholding?

If you choose to claim exemption once again for the current calendar year, you can update your W4 through Employee Self-Service by following the navigation steps in the [user guide](#).

Who should I contact if I have any questions?

UTRGV Payroll Department staff will be glad to provide a walk-through regarding the steps or navigational instructions to complete the W4. Please contact us at 956-665-2558 or email payroll@utrgv.edu.

However, we are not authorized to provide tax guidance. If you need assistance filling out your W4, please contact a Tax Professional.