

## IMPORTANT FACTS:

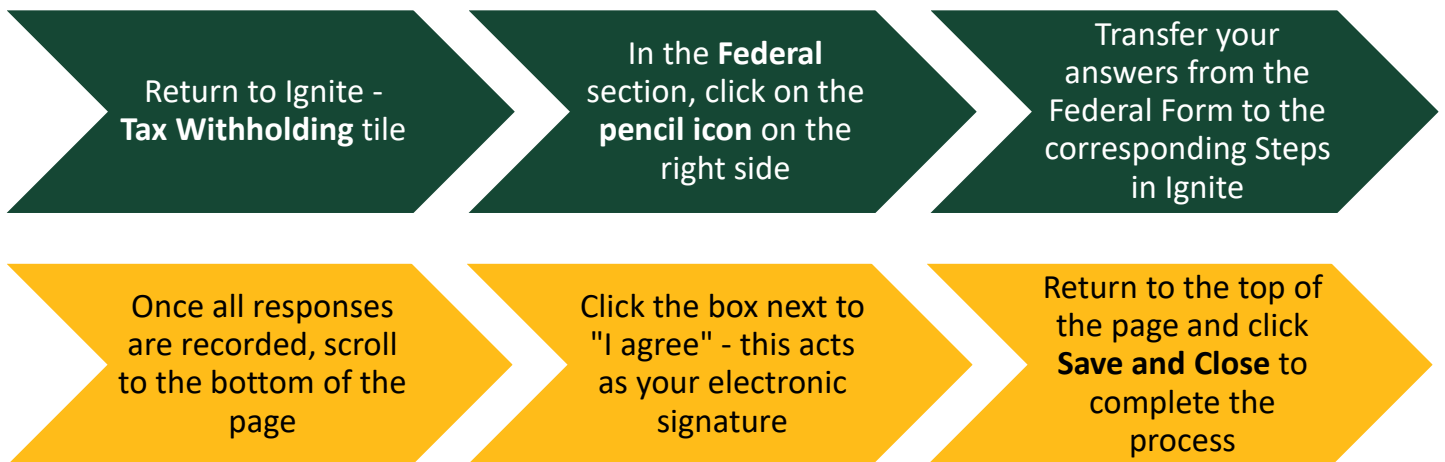
- 1. Federal and State W-4 information is saved in Ignite; Baylor University does not require an original paper form.
- 2. Withholding information can be updated as necessary by the employee for the current or future date, past effective dates cannot be entered.
- 3. Refer to the IRS W-4 Federal form or a tax professional for guidance on form completion. Please note that the Baylor Payroll team is unable to provide this type of service.
- 4. Refer to the Pay Schedules published on the [Payroll website](#) for change deadlines per pay period.

## NAVIGATION:



## FEDERAL WITHHOLDING:

Click this [link](https://www.irs.gov/pub/irs-pdf/fw4.pdf) to access the Federal W-4 form, or enter this website into your preferred internet browser: <https://www.irs.gov/pub/irs-pdf/fw4.pdf>. Complete Steps 1c-4c on the Federal Form. For questions on what should be entered on the form, please refer to pages 2-4 on the federal document or contact a tax professional.



*(Continue to the next page if your address or work location in Ignite is outside of Texas, and need to provide state tax withholding information.)*

If either of your Home or Resident Tax addresses or Work Location in Ignite is outside of Texas, AND the state requires income tax withholding, please complete the information in the Regional section found just below the Federal section.

## **REGIONAL (*state*) WITHHOLDING:**

Use the internet to search for your state's W-4 form. Complete it, then transfer the responses into Ignite.

