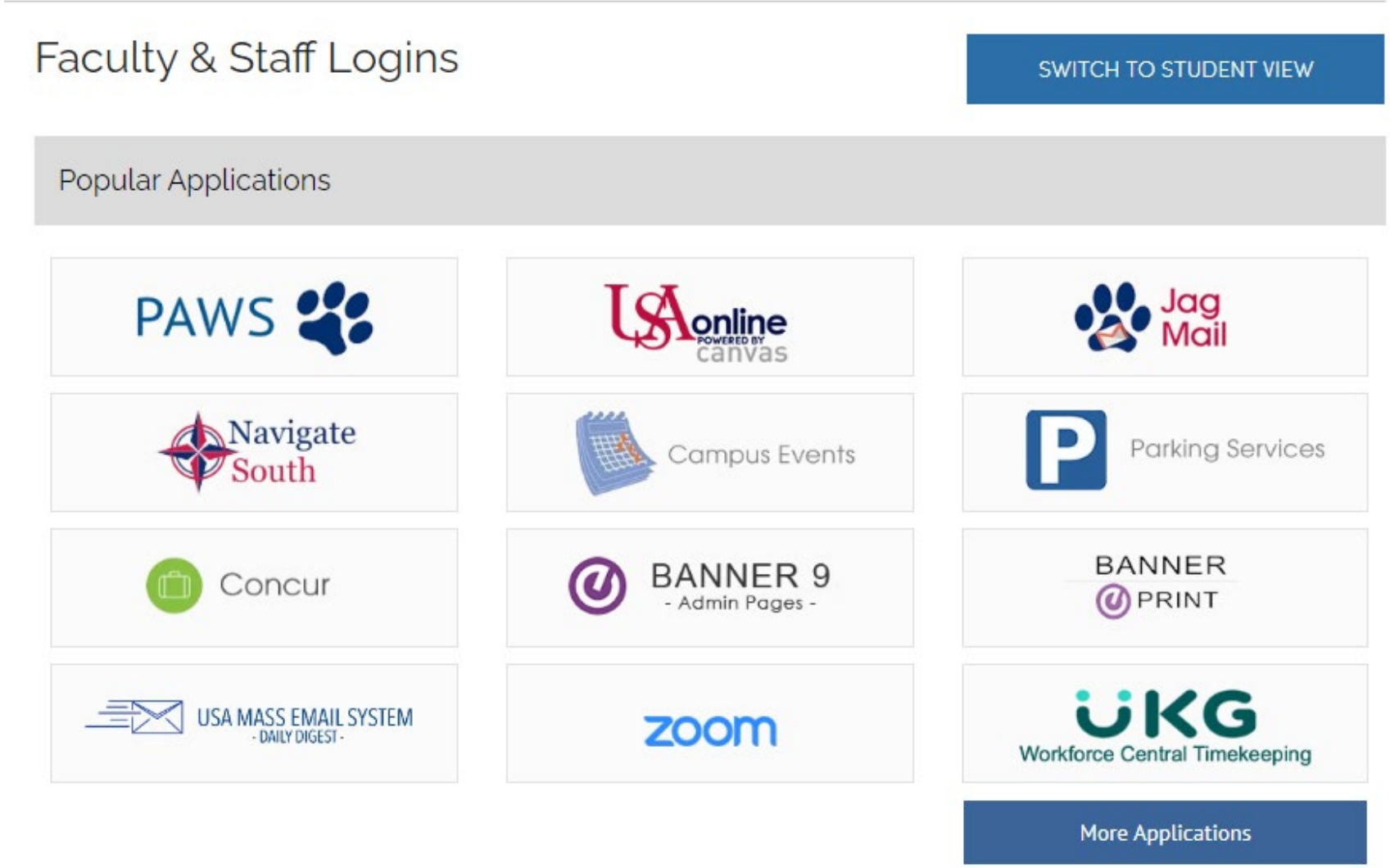
W-4 Form information for employees filing ***exempt***

The Internal Revenue Service requires that you fill out a new W-4 form at the beginning of each year if you wish to continue filing exempt.

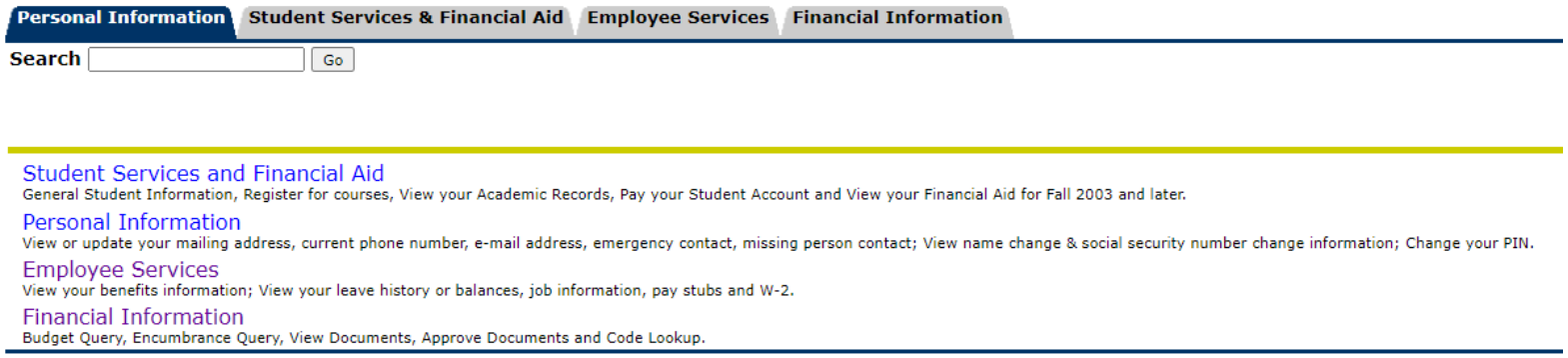
Please carefully read the instructions to verify that you are eligible for exempt status and to complete the new 2026 W-4 form correctly (https://www.irs.gov/pub/irs-pdf/fw4.pdf).

Steps to update your W-4 – Federal Tax Form on PAWS to an ***Exempt*** Status:

Log into PAWS



Select Employee Services:



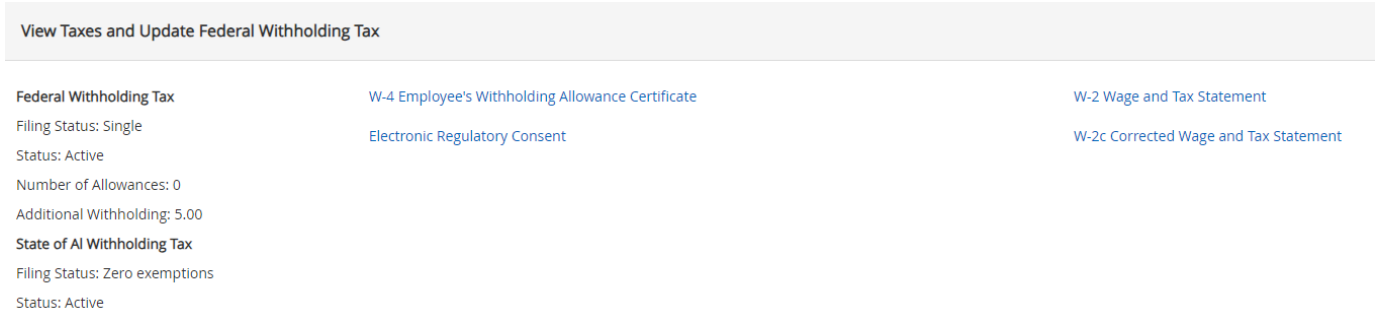
Select Employee Dashboard:



Select View Taxes/Update Federal Withholding tax and W-2 Electronic Consent:



Select W-4 Employee's Withholding Allowance Certificate:



Select Update ** (bottom of page):

Print

History • Update • Contributions or Deductions

W2 Year End Earnings Statement

The “Effective Date of Change” should equal 2/15/2026

If your last name differs from that shown on your Social Security Card, check here. ☐

Note: See Form W-4 instructions.

Effective Date of Change MM/DD/YYYY: * 02/15/2026

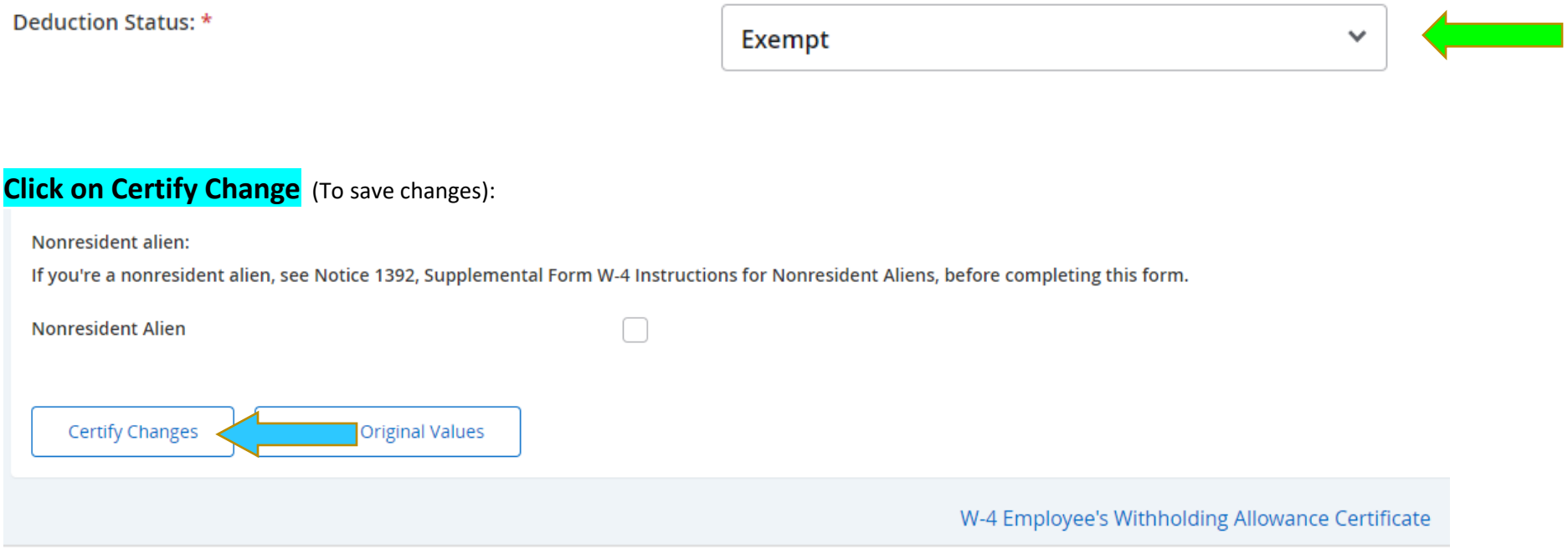
Note: Effective Date must be after 12/13/2025 the date you were last paid.

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 no tax liability and

* This year I expect to have no tax liability. If you meet both conditions, select "Exempt" in Deduction Status field.

The “Deduction Status” may show as “Active” –this is where you will update to “Exempt”



After selecting click “OK” and you should get the following statement: “The updates you requested were successfully processed.”

**Note- Update Process will be unavailable during payroll processing cycles.