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| **Office of the Controller Job Aid** |
| **Responsible Unit** | **Payroll** | June 26, 2023 |
| **Title** | Review Form W-4 |

* This form is required to be typed, printed, and with wet signature in black ink. All hand-written form will be returned by Central Payroll Bureau, State of Maryland (CPB).
* CPB takes about 2 pay periods to process this form.
* Employees are encouraged to complete a new form if changes have not been made after 2 pay periods. It is possible the form is being returned by CPB.



CPB uses Form W-4 for (1) Tax withholding purposes and (2) Change of Address. An original form with wet signature is required for new employees. Completed Form W-4 will be sent to CPB for processing after review. OOTC-Payroll Services and Human Resources do not keep copies of this form. Employees who filed ‘Exempt’ from federal withholding must file a new form and submit it by February 15 of each year.

Form W-4 for foreign national employees must be sent with their Glacier packet.

CPB has not processed your Form W-4 if your paper paycheck or Check Advice:

* Do not show your address.
* Marital status, exempt information, and County code show different information than the Form W4 you completed.
* Employees may need to re-submit a new Form W-4 if the information is not appearing on paycheck for more than 2 pay periods.
* Late submission will result in maximum tax withheld. Employee must file taxes at the end of the year to claim tax refund because CPB will not issue tax refund.

Form W-4 can be found at: [Employee's Withholding Certificate (Federal & State) - Payroll Services (umaryland.edu)](https://www.umaryland.edu/controller/payroll/employees-withholding-certificate-federal--state/)

New Employees

* Complete the online Form W-4 as the required university information have been prefilled. After completion, print, and sign it with black ink.
* Completed form to be submitted at Onboarding.
* If the form was not submitted during Onboarding, submit it to the department payroll rep.

Current Employees

* Submit changes via the State Payroll Online Service Center (POSC) at [Payroll Online Service Center (marylandtaxes.gov)](https://interactive.marylandtaxes.gov/Extranet/cpb/POSC/User/Start.aspx)

The form must be completed in its entirety. CPB Considers Form W-4 is completed when Steps 1 and 5 are completed as completing Steps 2-4 only if they apply to you.

**Step 1- Personal Information**

* **Payroll System (check one)**- UM is checked on the online Form W-4
* **Agency Number**- The Agency Number for UMB is prefilled with 360221 on the online form.
* **Name of Employing Agency**- University of Maryland, Baltimore is prefilled on the online form.
1. **Employee Name**- Enter employee’s name (must match employee’s Social Security Card)
2. **Social Security Number**- Enter the Social Security Number (must match employee’s Social Security Card)
* **Home Address/City/State/Zip Code**- Enter your complete address where your paper paycheck(s) and Form W-2 will be mailed.
* **County of Residence**- County and not Country
1. **Check only one box for filing Marital Status**

**Step 5**-

* **Employee’s Signature-** Sign and date in black ink
* **Employer’s Only-** Department Payroll Rep will enter employee’s first date of employment.

Completed form must be submitted to the Department Payroll Representative. The department payroll rep can be found at: [Payroll Reps - Payroll Services (umaryland.edu)](https://www.umaryland.edu/controller/payroll/payroll-reps/)

Note: Terminated employees should complete a new Form W-4 and write “For W-2 purposes” on top right corner of the form. Employee’s end of year Form W-2 will be mailed to the address listed on the form.