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2021 W-4 exemptions will expire Feb. 15, 2022 [1]

December 13, 2021 by Employee and Information Services [2]

Employees who claimed "exempt" from federal withholding tax on their 2021 W-4 form should be aware that their **exemption expires Feb. 15, 2022**.

To maintain their exempt status, they must **update their W-4 form by Friday, Feb. 15, 2022**. If the form is not updated by this date, their tax status will revert to "single with 0 exemptions"—the highest withholding status.

Follow these steps to update Form W-4 in the portal

- Log into the portal [3].
- Click the **CU Resources** tab. (CU System employees can skip this step.)
- From the top center dropdown menu, select **My Info and Pay**.
- Click the **W-4** tile. You'll be asked to verify your identity [4].
- To claim the exemption for 2022, follow the instructions under **Claim Exemption from Withholding** near the bottom of the page. Make sure the year field in this section is set to "2022."

If questions or concerns arise, please call an Employee Services payroll professional at **303-860-4200, option 2**.

w-4 [5], payroll [6], taxes [7]
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