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2022 W-4 exemptions will expire Feb. 15, 2023 [1]



December 16, 2022 by Employee Services [2]

Employees who claimed “exempt” from federal withholding tax on their 2022 W-4 form should be aware that their **exemption expires Feb. 15, 2023**.

To maintain their exempt status, they must **update their W-4 form by Friday, Feb. 15, 2023**. 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 in to the **portal** [3].
- Click the **CU Resources** tab. (CU System employees can skip this step.)
- From the top left 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 2023, 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 “2023.”

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

w-4 [5], taxes [6], HRGL [7], HCM [8]
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