

## Replace paper W-4 with new flier <sup>[1]</sup>

August 29, 2014 by [\(not verified\)](#) <sup>[2]</sup>

A new flier encourages new employees to take advantage of the faster, more convenient online portal options instead of using paper forms. Please remove the current W-4 and direct deposit forms in your new employee packet, and replace them with this flier.

Download the [W-4 and direct deposit flier](#) <sup>[3]</sup> and include it in your new hire packets to provide employees instructions on how to file forms online. To access these forms in the portal, employees must use the [multi-factor authentication security feature](#) <sup>[4]</sup>, which prompts employees to verify their identity before they can access personal information, such as that included on W-4 forms.

***Please note: International employees must contact a [CU international tax specialist](#) <sup>[5]</sup> for guidance before making changes to their W-4 forms to avoid facing fines and other penalties.***

[w-4](#) <sup>[6]</sup>, [direct deposit](#) <sup>[7]</sup>

### **Display Title:**

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### **Links**

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[3] <https://www.cu.edu/sites/default/files/w-4-in-portal-flier.pdf>

[4] <https://www.cu.edu/employee-services/it-takes-two-portal-security-strengthened-new-tool>

[5] <https://www.cu.edu/employee-services/contact-us/contact-international-tax>

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