

Submit W-4, Direct Deposit Forms ASAP ^[1]

August 1, 2013 by [\(not verified\)](#) ^[2]

Direct employees to portal's self-service features

The academic year start marks a large increase in the volume of W-4 and Direct Deposit forms submitted to Employee Services.

Employees can submit both forms electronically, through the CU Resources tab on the portal.

If you receive paper copies, please submit these documents as you receive them to prevent backlogs and to assist in timely, accurate data entry. Holding onto these documents until you have a large stack can impede timely notification to employees when the forms are incorrect and need to be resubmitted.

The September W-4s and Direct Deposit forms are due by Sept. 9. If forms are submitted after this date, Employee Services cannot guarantee documents will be processed in time for the Sept. 30 pay date.

[forms](#) ^[3], ^[4], ^[4], [payroll](#) ^[5]

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