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2024 W-4 exemptions will expire Feb. 15, 2025 [1]

December 18, 2024 by Employee Services [2]

Employees who claimed “exempt” from federal withholding tax on their 2024 W-4 form should be aware that their **exemption expires Feb. 15, 2025**.

To maintain their exempt status, they must **update their W-4 form by Saturday, Feb. 15, 2025**. If the form is not updated by this date, their tax status will revert to “single” — the highest withholding status.

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

1. Log into the **employee portal** [3].
2. Click the **CU Resources** tab. (CU System employees can skip this step.)
3. From the top left dropdown menu, select **My Info and Pay**.
4. Click the **W-4** tile. You'll be asked to verify your identity [4].
5. To claim the exemption for 2025, 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 “2025.”

If questions or concerns arise, please call an Employee Services payroll professional at 303-860-4200, option 2, or email hcm_community@cu.edu [5].

taxes [6], w-4 [7]
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