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Exempt Status [1]

Exempt from federal taxes? Be sure to reclaim you exemption each year.

University of Colorado employees who claimed "exempt" from federal withholding tax on their 2025 W-4 form should be aware that their exemption expires **Feb. 15, 2026**.

To maintain their exempt status, **they must update their W-4 form by Feb. 15, 2026**. If the form is not updated by this date, their tax status will revert to single—the highest withholding status.

No refund of taxes will be allowed for updates made after Feb. 15, 2026.

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

- Log into the portal [2].
- 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 [3].
- To claim the exemption for 2026, 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 "2026."

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

Groups audience:
Employee Services
Right Sidebar:
ES: Payroll Contact
ES: Payroll - IRS Resources

Source URL:https://www.cu.edu/employee-services/payroll/taxes/exempt-status

Links
[1] https://www.cu.edu/employee-services/payroll/taxes/exempt-status [2] https://my.cu.edu
[3] https://www.cu.edu/employee-services/mycuedu-security-strengthened-new-authentication-tool