
THE UNIVERSITY OF ALABAMA

Student Employment Services

**Federal Work Study Program
Tax Withholding**

Federal Work Study students must complete tax withholdings online.

Instructions are as follows:

1. Access the forms by logging onto myBama.
2. Click on the Employee tab.
3. In the Banner Self-Service area, open the Employee Services folder and then the Tax Forms folder.

***All new employees should complete the State of Alabama A-4 and the Federal W-4 online.
If no action is taken, the default filing status will be 'Single' with 0 (zero) exemptions.**

Foreign nationals should contact Casey V. Jones in the Tax Office at cvjones@fa.ua.edu if there are changes needed.

Questions regarding the forms should be directed to the HR Service Center at (205) 348-7732 or hsvctr@ua.edu.