

Instructions to complete Federal and State of Alabama tax forms on-line through PAWS.

Federal

Log into PAWS

Click on – Employee Services

Click on – Tax Forms

Click on – W-4 Employee's Withholding Allowance Certificate

Click on – Update** (bottom of page)

Make Change

Click on Certify Change

Click "OK" or Cancel after reading the question

If click "OK" should get the following statement: "The updates you requested were successfully processed."

** Note – Update Process will be unavailable during payroll processing cycles.

State of Alabama

Log into PAWS

Click on – Employee Services

Click on – Benefits and Deductions

Click on – Update** (bottom of page)

Make Change

Click on Submit Changes

Should get the following statement: "The updates you requested were successfully processed."

** Note – Update Process will be unavailable during payroll processing cycles