

UPDATE YOUR W-4 FORM ONLINE!***

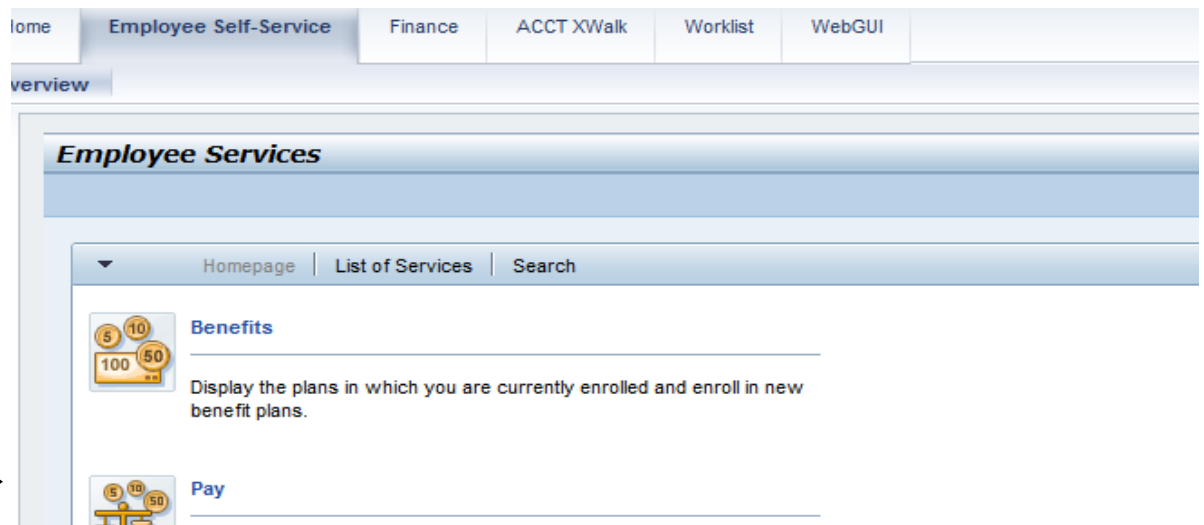
Make sure you are using **Chrome or Firefox** and your **pop-up blockers are disabled!!**

Go to www.bu.edu/studentlink.

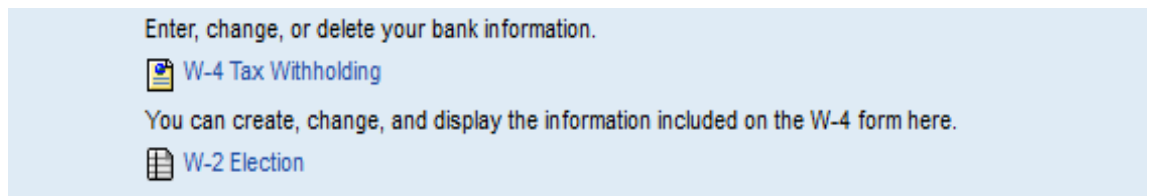
1. Click on Work Tab.
2. Click on “Update Tax Information”
3. Enter Your Login Information
4. Click Employee Self-Service.
5. Click on Pay.



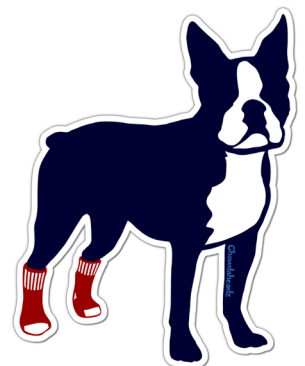
Direct Deposit Authorization
Form I-9 Compliance - Section 1
Update Tax Information



6. Click W-4 Tax Withholding.



7. Edit W-4 information as necessary.
8. Check the box marked “Declaration.”
9. Click Review then save.



*****IMPORTANT: This option is not available to international students and first-time hires.**