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

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	<u>6</u>	Benefits					
	100 50	Display the plans in	n which you are	e currently enrolled	and enroll in ne	w	
		benefit plans.	-	-			
	6 ⁰ 0	Pay					
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6. Click <u>W-4 Tax Withholding</u>.

Enter, change, or delete your bank information.

W-4 Tax Withholding

You can create, change, and display the information included on the W-4 form here.

W-2 Election

- 7. Edit W-4 information as necessary.
- 8. Check the box marked <u>"Declaration."</u>
- 9. Click Review then save.



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