Processing W4 Forms

	Initiate	Process	Record	Report
Employee	1. New employees and those claiming exemption must submit completed W4/MW507 or W4/D-4 or W4/WV-IT-104 form to Payroll Services with original signatures (no fax or copies permitted)	4. IF W4 is already on file with CPB, employee can use POSC to update address and withholding status unless claiming exemption.		
Payroll Services		2. Verify form for completeness, if not completed properly return to employee's department.		
CPB			3. Central Payroll processes W4/D-4 form for District of Columbia residents, W4/WV-IT-104 form for West Virginia residents, and W4/MW507 for Maryland and all other States residents.	5. The next pay period will reflect employee's new address and withholding status.