

HOW DO I CHANGE MY W-4?



- ▶ Come in person to the receptionist area in Human Resources with your government or District-issued Picture ID and ask for a new W-4 form.
- ▶ Complete the W-4 form and leave it with the HR receptionist.
- ▶ Forms should be changed a minimum of 10 days prior to a payday to reflect on the upcoming paycheck.

Please do not send W-4 forms through the mail.

Note: Human Resources is closed on FWISD holidays and Spring and Winter breaks.