

Tax Forms

(Alabama A4 and Federal W4)

All University employees have access to electronic State of Alabama A4 and Federal W4 tax forms via [myBama](#). Employees should follow these steps to access the A4 and W4 forms online:

1. Login to [myBama](#)
2. Click on the Employee Tab
3. Under the Banner Self-Service box, click Employee Services
4. Click Tax Forms

New Employees, rehires and current employees wishing to change their tax information should complete the forms online via [myBama](#).

- **New UA Employees** – All new employees should complete their A4 and W4 forms online. If no action is taken by new employees, the default filing status will be **Single** with **0** exemptions.
- **Current UA Employees** – No action is required for current employees unless you wish to change your existing tax information.
- **Rehire “returning” UA Employee** – Returning employees are encouraged to review their tax information to see if any changes are needed.
- **Foreign Nationals** – You should contact Casey V. Jones at cvjones@fa.ua.edu to change their W4 and/or A4 forms.