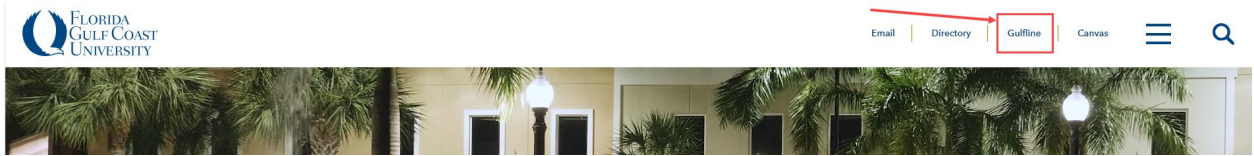


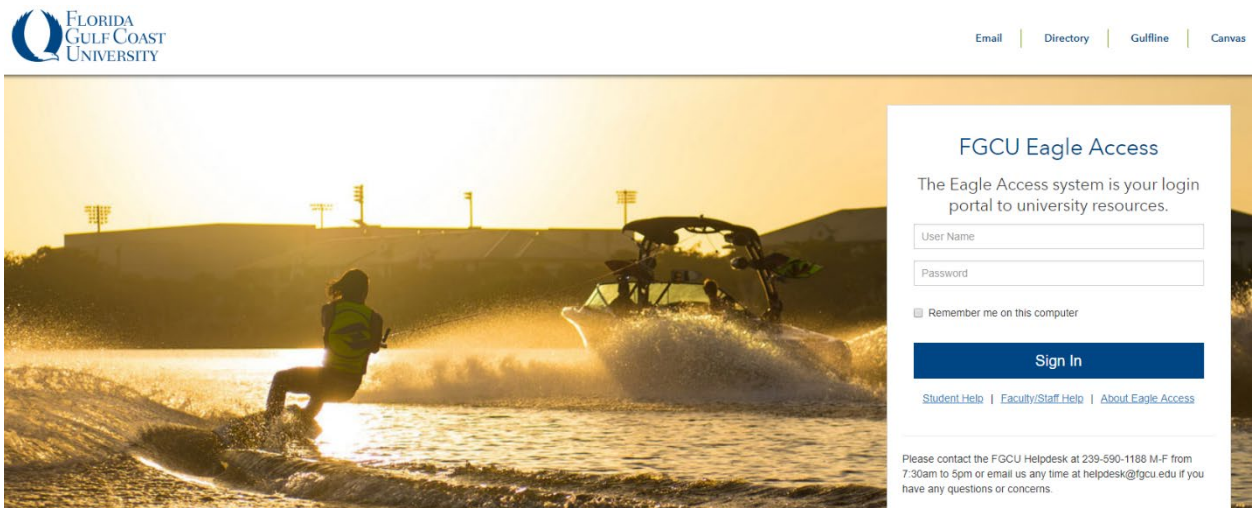


Electronic Form W-4 Completion  
for FGCU Employees

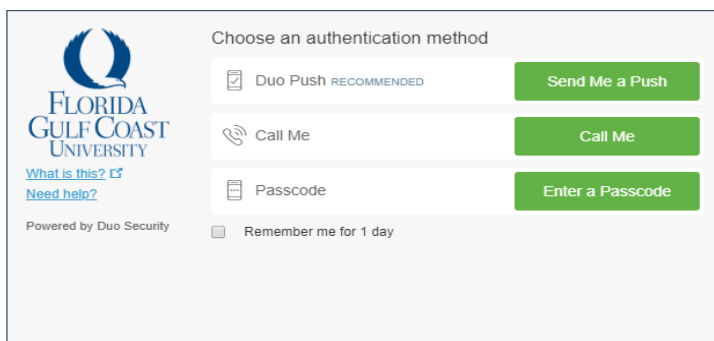
1. Go to [www.fgcu.edu](http://www.fgcu.edu)
2. Select Gulfline



3. Log in using your Network log in and password



4. Choose an authentication Method




5. Select Tax Forms under the Employee tab

The screenshot shows the Florida Gulf Coast University GULFLINE portal. At the top, there is a navigation bar with the university logo and name, and the word "GULFLINE" in a stylized font. Below this, there are three tabs: "Personal Information", "Employee" (which is selected and highlighted), and "Finance". Under the "Employee" tab, there is a search bar with a "Go" button. Below the search bar, the word "Employee" is displayed in a large font. A horizontal line separates the header from the main content area. The main content area lists several links: "Time Sheet", "Benefits and Deductions" (with a sub-description: "Retirement, health, flexible spending, miscellaneous, beneficiary, open enrollment, Benefit Statement."), "Pay Information" (with a sub-description: "Direct deposit allocation, earnings and deductions history, or pay stubs."), "Tax Forms" (with a sub-description: "W4 information, W2 Form or T4 Form."), "Faculty/Staff Giving" (with a sub-description: "Faculty/Staff Giving Campaign Website"), "Jobs Summary", "Leave Balances", "Bill & Payment Center" (with a sub-description: "Review your bill, access 1098-T tax forms, make electronic payments, schedule future payments, sign up for e-refunds, and add authorized users."), and "Parking Services" (with a sub-description: "Register your vehicle, appeal a citation, check appeal status, view outstanding citations"). The "Tax Forms" link is highlighted with a red box and a red arrow points to it. Below the list of links, there is a "RELEASE: 8.9" notice and a copyright notice: "© 2019 Ellucian Company L.P. and its affiliates."

6. Select W-4 Employee's Withholding Allowance Certificate

The screenshot shows the Florida Gulf Coast University GULFLINE portal. At the top, there is a navigation bar with the university logo and name, and the word "GULFLINE" in a stylized font. Below this, there are three tabs: "Personal Information", "Employee" (which is selected and highlighted), and "Finance". Under the "Employee" tab, there is a search bar with a "Go" button. Below the search bar, the word "Tax Forms" is displayed in a large font. A horizontal line separates the header from the main content area. The main content area lists several links: "W-4 Employee's Withholding Allowance Certificate", "Electronic Regulatory Consent", "W-2 Wage and Tax Statement", and "W-2c Corrected Wage and Tax Statement". The "W-4 Employee's Withholding Allowance Certificate" link is highlighted with a red box and a red arrow points to it. Below the list of links, there is a "RELEASE: 8.9" notice and a copyright notice: "© 2019 Ellucian Company L.P. and its affiliates."

7. To change the number of Allowances or Additional Withholding Amount, Select Update on the bottom of the W-4 Employee's Withholding Allowance Certificate screen.

 Florida Gulf Coast University *GULFLINE*

---

**Personal Information** **Employee** **Finance**

Search

---

W-4 Employee's Withholding Allowance Certificate

---

**Federal Withholding Tax**  
**As of Date:**  
**Name:**  
**Address:**

**Last Name differs from SSN card:**  
**Deduction Status:**  
**Start Date:**  
**End Date:**  
**Filing Status:**  
**Number of Allowances:** 0  
**Additional Withholding Amt:** .00  
**Note:** Additional amount, if any, you want withheld from each paycheck.

[History](#)  [Contributions or Deductions](#)

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[ W2 Year End Earnings Statement ]

RELEASE: 8.13.1

8. Enter the following information

- a. Enter the effective date of the change (The first day of the next pay period will automatically appear)
- b. Choose the Deduction Status (Should be active unless claiming exemption from withholding-line 7 of the paper form)
- c. Choose Filing Status
- d. Enter Number of Allowances (This should be the same as line 5 on the paper form)
- e. Enter additional Withholding Amount (optional)
- f. Click Certify Changes
- g. Please refer to the IRS Form W-4 for detailed instructions and Personal Allowances Worksheet <https://www.irs.gov/pub/irs-pdf/fw4.pdf>

Florida Gulf Coast University **GULFLINE**

Personal Information Employee Finance

Search  Go SITE MAP HELP EXIT

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### Update W-4

Access HELP for required information on completing the W-4 and then select Certify Changes. You will be required to certify your changes on the next page. Select Delete, if available, to remove the record. If the Deduction Status is set to Exempt and you are required to enter a value in either the Number of Allowances or Additional Withholding, enter 0. If you are not required to enter a value, leave blank.

\* - Indicates a required field.

**Federal Withholding Tax**  
Deduction Effective as of: Jul 14, 2019

If your last name differs from that shown on your Social Security Card, check here.   
Note: You must contact Social Security Administrator for a replacement card.

Effective Date of Change MM/DD/YYYY:\*  ← A  
Note: Effective Date must be after Jul 13, 2019 the date you were last paid.

Deduction Status:\*  ← B  
I claim exemption from withholding for the tax year specified, and I certify that I meet both of the following conditions for exemption.  
\* Last year I had a right to a refund of all federal income tax withheld because I had no tax liability and  
\* This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.  
If you meet both conditions, select "Exempt" in Deduction Status field.

Filing Status:\*  ← C

Number of Allowances 99 : \*  ← D

Additional Withholding Amt 999999.99 :  ← E  
Note: Additional amount, if any, you want withheld from each paycheck.

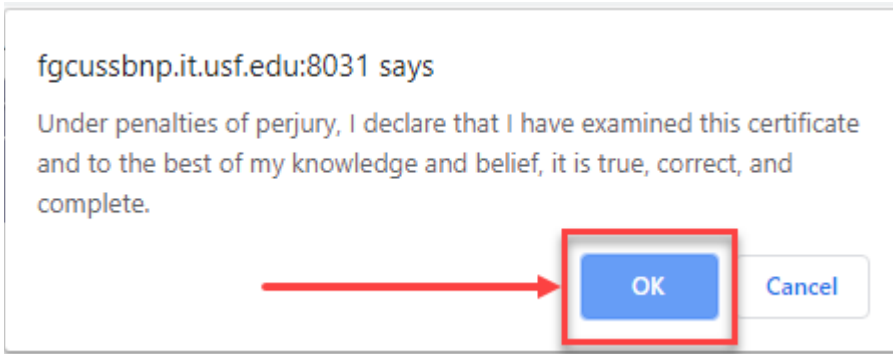
← F

W-4 Employee's Withholding Allowance Certificate

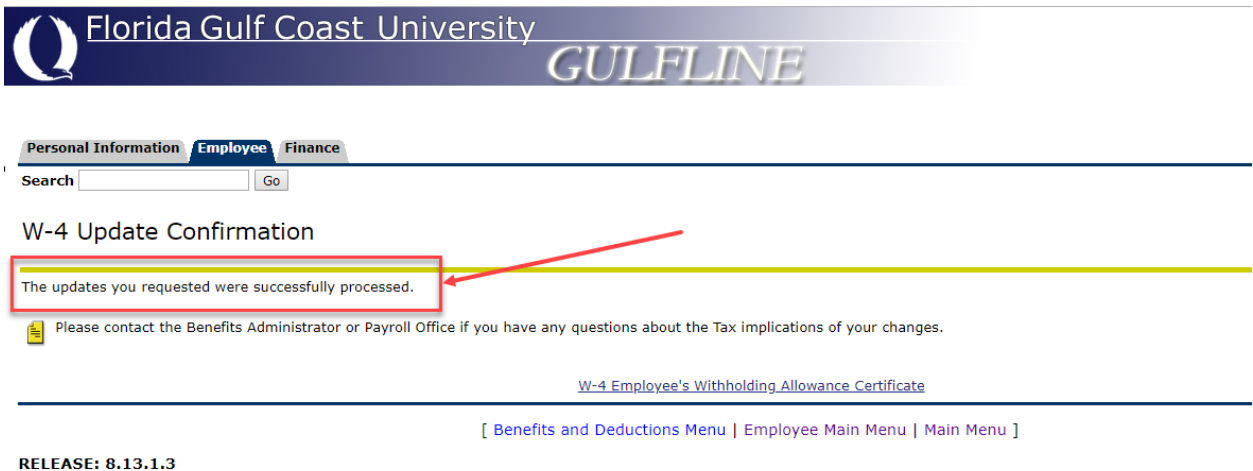
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RELEASE: 8.12.1.5

9. A pop-up message will appear for your confirmation. Select “OK” to submit.



10. A W-4 Update Confirmation will appear stating the updates were processed.



# Questions?

## Payroll Team

Sara Wood, Manager

Amy Hall, Assistant Manager

Randy Stuart, Payroll Analyst

Marsha Lynch, Payroll Assistant

Jina Hernandez, Asst. Controller

Email: [PayrollOffice@fgcu.edu](mailto:PayrollOffice@fgcu.edu)