

Overview

This information sheet is intended to give you information on tax withholding in relation to the change from monthly to semi-monthly payroll.

In most cases, Federal tax withholding (and state, if applicable) on your paycheck will continue at the same rate (%) once semi-monthly pay begins in January 2027. Your W-4 withholding elections in Ignite will remain unchanged unless you individually determine that an update is necessary.

2027 Taxes

For evaluating your tax withholding needs for 2027, the best practice is for individuals to use the online IRS [W-4 Tax Withholding Estimator](#) or online IRS [W-4 Certificate and worksheet](#) as a forecasting tool, or to consult directly with a professional tax preparer/advisor.

The Payroll Office is not permitted to provide tax advice or alter any component of the W-4 information on an employee's behalf.

The information in the IRS W-4 worksheet can be transferred into your Ignite Tax Withholding information. ([Click here for the Tax Withholding job aid.](#))

Please be aware of the following as you consider whether a W-4 update is necessary:

- Individuals can adjust W-4 tax information in Ignite any time during the year.
- Changes in pre-tax deductions (e.g., Health Insurance, Dental Insurance, HSA, 403b retirement) will impact the amount of your taxable wages that tax withholdings are based on.
- IRS tax tables are subject to change annually;
- Annual paycheck limits (e.g., 403b retirement, Social Security Tax) that are reached in 2026 will reset in January.
- ***Important*** - If you have an **Extra Withholding** amount designated on your W-4, action may be necessary to avoid excess tax withholding. The elected **Extra Withholding** amount is withheld each pay period regardless of pay frequency. In other words, if you currently have \$100 'Extra Withholding' for each monthly paycheck (12 annually) in 2026, *if no action is taken*, you will continue to have \$100 'Extra Withholding' on your semi-monthly paychecks (24 annually) starting in 2027.

Review and Update Your Current W-4 Tax Information

Please review your current W-4 Tax Information in [Ignite](#).

If you need to update your **Extra Withholding** amount or make a W-4 change before the first semi-monthly payroll in January, please submit your update in Ignite between **December 28, 2026, and January 6, 2027**.

For payroll tax withholding questions or assistance, please contact the Payroll Office (Payroll_Office@baylor.edu).