

Tax Elections (W-4)

- **Navigate** to your **Pay** in the blue section of your profile.
 - Select **Tax Elections**.
- The **current W-4 elections** will appear here.
 - This includes your filing status (Single, Married, etc.).
 - Number of dependents.
 - Additional withholding amounts.
- **To change** your withholding elections, click **Update** and the W4 Employees Withholding Certificate will be shown to update with the new effective date entered.

Editing Your W-4 Withholding Elections

Adjust the following:

- **Step 1:** Choose your Martial Status (Single, Married, Head of Household).
- **Step 2:** Check the box if you have Multiple Jobs or Spouse Works. Please read the complete step if it pertains to you.
- **Step 3:** Claim dependents. Adjust the amount for the number of dependents or exemptions.
- **Step 4(c):** Specify any additional amounts you want withheld from each paycheck (optional).
- **Submit** changes.