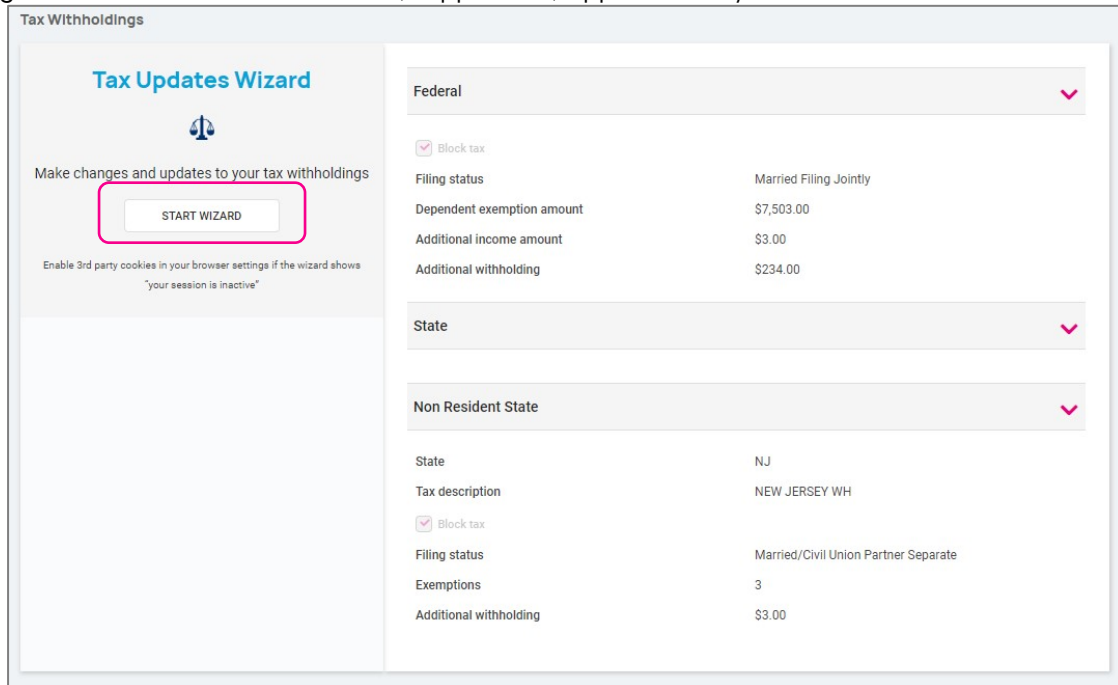


## Pay and Tax > Tax Updates

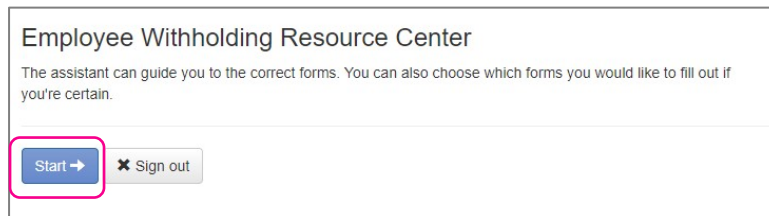
The **Tax Updates** screen allows you to begin the process of updating your withholdings. Your current Tax Withholdings for **Federal**, **State**, and **Local** (if applicable) appear when you access the screen.



If you need to change your Tax Withholdings and complete a new tax form, click on the **Start Wizard** button on the left-hand side of the screen as outlined above.

**Note:** Please read the message below Start Wizard to ensure you have the correct settings in your browser.

Once you select Start Wizard, you are presented with the **Tax Withholdings** screen to start or sign out. To start a new form, click **Start**.



You can then choose the jurisdiction by selecting the radio buttons and clicking on **Continue**. If you wish to change your Federal withholding, click on “Help me determine which withholding forms apply to me” and take the **Survey**.

Once the survey is complete, click on the **Start** icon in the **Federal-Summary** screen.

Locality	Name	Title	Status
Federal	W-4	Employee's Withholding Certificate	<b>Not completed</b>

Buttons: Start (highlighted), Back

You can click on the **Back** button if you made an error on your survey, or move forward and complete each section in the form by responding to questions on the screen and clicking the **Next** icon. Your progress is saved on the left side, and you can return to any section by using the **Back** button or the side menu.

Wizard | Form and Instructions

Check my progress

Select a filing status

- Single or Married filing separately
- Married Filing Jointly
- Head of Household

Buttons: Back, Next

The next page gives you the following options:

- “I want to use the worksheet to calculate roughly accurate withholding.”
- “There are only two jobs total. The option is accurate or jobs with similar pay, otherwise more taxes than necessary may be withheld.”
- “None of the above.”

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Choose one

- I want to use the worksheet to calculate roughly accurate withholding
- There are only two jobs total. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld.
- None of the above

Buttons: Back, Next

Select the desired option and click on **Next**. Depending on your selection, different options may appear. In the example below, “None of the above” was selected since the Forms and Instructions were already used to determine the withholding.

Complete each section by responding to the questions on the screen and clicking on **Next**.

## Help Docs

Once complete, you are able to view or print your completed W-4. You must also attest to the accuracy of the W-4 by clicking on:

- “Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.”
- Enter your PIN in the box provided by entering the last 4 digits of your SSN.
- Once complete, click on **Submit Form**.

★ Wizard   Form and Instructions

Please review the document below  
If you would like to make any changes, you may [return to the previous page](#).  
If you would like to submit this form, please agree to the terms below.

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

Please verify the accuracy of your tax forms and electronically sign the documents by entering a PIN. Your PIN is the last four digits of your SSN.

1234

✓ Submit Form   Print

You receive a confirmation stating “Your form has been submitted. All sections are completed.” If you have additional jurisdictions to complete, follow the same procedures.