


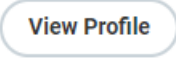
Overview

This guide covers how to change your federal tax withholdings. This is useful if you need to change your federal withholding elections (W4 changes).

This guide includes the following information and step-by-step instructions:

- Add or Update Federal Tax Withholdings

Step-by-Step Instructions

1. Navigate to the **Profile** icon.
 2. Click the **Profile**  icon in the upper right corner.
 3. Click the **View Profile**  button.
 4. Click **Pay** on the left navigation bar.
 5. Click the **Tax Elections** tab.
 6. Click the **Update** button. The **Complete Federal Elections** page displays.
 7. The Company field pre-populates.
- Note:** If you have positions in multiple companies, you will need to update your tax filing status in both companies.
8. The Effective Date is the day you want the tax election to take effect. Enter the Effective Date.
 9. Click **OK**. The W-4 Employee's Withholding Certificate displays. The W-4 Data Form is the same as the paper W-4 Form.

Note: To View the IRS W-4 form click the **View Blank Form** button.

10. **Complete Step 1:** Enter your respective Marital Status.
11. **Complete Step 2:** Check the box for **Multiple Jobs or Spouse Works** if the sections apply to you.
12. **Complete Step 3:** If you claim dependents complete the dependent section information:
 - a. Number of Qualifying Children Under Age 17
 - b. Number of Other Dependents
 - c. Override Total Dependent Amount
13. **Complete Step 4:** If you are going to enter the amount of other income.
 - a. Other Income (not from jobs)
 - b. Deductions
 - c. Extra Withholding
 - d. Exempt
 - e. Nonresident Alien
14. **Complete Step 5:** Check the **I Agree** box, to certify that you acknowledge the legal notice and have made these changes.
15. Click **OK**.

Related Materials

- Workday Navigation

Need Help?



For additional questions or help, please contact
servicedesk@cookchildrens.org