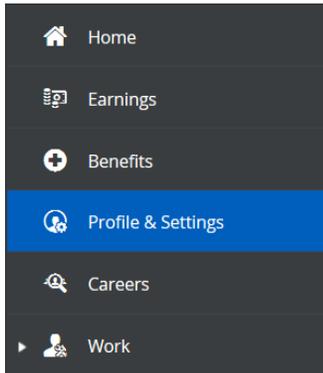


How do I... change my W-4/tax information?

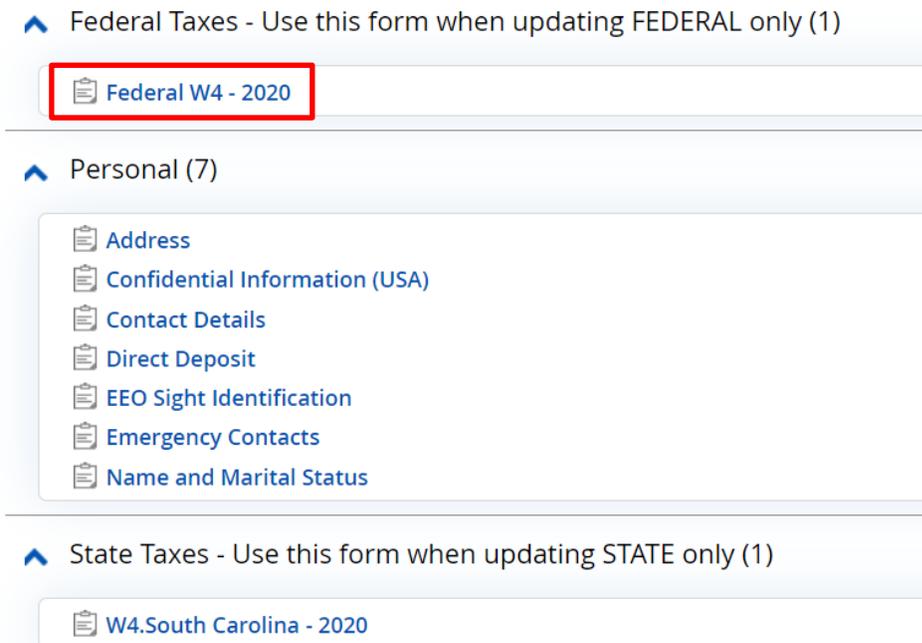
You can access your W-4/tax information by selecting the “Profile & Settings” option on the menu panel.



You will then select “Forms” from the options at the top of the screen.



Next, you will select “Federal W-4 - 2020” from the list of available forms.



Step 1: Your personal information will automatically populate in the appropriate fields.

Select the appropriate option in section (c).

Form W-4 Department of the Treasury Internal Revenue Service	Employee's Withholding Certificate		OMB No. 1545-0074
	▶ Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. ▶ Give Form W-4 to your employer. ▶ Your withholding is subject to review by the IRS.		2020
Step 1: Enter Personal Information	(a) First name and middle initial	Last name	(b) Social security number
	Address		▶ Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov .
	City or town, state, and ZIP code		
(c) <input checked="" type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly (or Qualifying widow(er)) <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)			



Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the online estimator, and privacy.

****Please read Steps 2 through 4. If they do not apply to you, you may skip to Step 5.****

If you are unsure how to complete Steps 2 through 4, please ask a tax accountant.

Step 2: Read instructions and complete if applicable.

Step 2: 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.

Multiple Jobs or Spouse Works

Do **only one** of the following.

(a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4); **or**

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; **or**

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld ▶

TIP: To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

Step 3: Complete if you have dependents to claim and put amounts in the boxes.

Step 3: Claim Dependents	If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):		
	Multiply the number of qualifying children under age 17 by \$2,000 ▶	\$	<input type="text"/>
	Multiply the number of other dependents by \$500 ▶	\$	<input type="text"/>
Add the amounts above and enter the total here			3 \$ <input type="text"/>

Step 4: Complete if any adjustments are applicable to you and put amounts in the boxes.

Step 4 (optional): Other Adjustments	(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income	4(a) \$	<input type="text"/>
	(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here	4(b) \$	<input type="text"/>
	(c) Extra withholding. Enter any additional tax you want withheld each pay period	4(c) \$	<input type="text"/>

I claim exemption from withholding for 2020 and I certify that I meet both of the following conditions for exemption:
 I had no federal income tax liability in 2019 and I expect to have no federal income tax liability in 2020

I am a Nonresident Alien

Step 5: Electronically sign your name. The date will automatically populate

Step 5: Sign Here	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.		
	<input type="text"/> Employee's signature (This form is not valid unless you sign it.)	<input type="text" value="06/23/2020"/>	Date
Employers Only	Employer's name and address	First date of employment	Employer identification number (EIN)
	<input type="text"/>	<input type="text"/>	<input type="text"/>

For Privacy Act and Paperwork Reduction Act Notice, see page 2. Cat No. 102200 Form **W-4** 2020

Click "Submit".

The changes will save directly to the database.