

Taxes

The elections for your Federal, State and Local withholdings display as applicable. Click to select a specific tax, and view details in the Tax Information section.

Home My Info My Time My Benefits My Performance My HR

Personal Demographics Department Dependents Emergency Contacts **Taxes** Direct Deposits Deductions Pay Rates

> Links / Attachments

Show Active Only

Tax Code	Description	Filing Status	Exemptions	Tax Information	Is Active
Federal Taxes					
FITW	Federal Income Tax	S	N/A		Yes
MED	Medicare	N/A	0		Yes

Tax Information

Tax Type
Federal Withholding Tax Additional Amount: \$0.00

Filing Status
S - Single/Married Withhold Higher Single Rate Percent of Gross: 0.00

Start Date
08/27/2021 Other Income: 0.00

End Date
12/31/2100 Deductions: 0.00

Tax Credits: 0.00

Valid filing status codes are
S,M,H,NRA,NRA-S,NRA-M,NRA-H
M = Married
S = Single or Married Filing Separately
H = Head of Household
NRA = NonResident Alien
Tax Options
DI = Dual Income (Box 2 Checked)
SI = Single Income (Box 2 NOT checked)
NA = W4 is Pre 2020

Edit Print Delete

If your employer has stored your historical tax changes, you can see the history by de-selecting the 'Show Active Only' box.

Show Active Only

To change your elections, choose the tax code and select Edit in the lower left portion of the screen.

Editing Federal Income Tax Withholding

Select the “FITW – Federal Income Tax” line and click Edit.

Click the links to the **Estimator** or **Multiple Jobs Worksheet** on this page to view resources for completing Steps 2-4.

STEP	TASK
1	Enter Personal Information <ul style="list-style-type: none">Select your Marital Filing Status from the dropdown.
COMPLETE STEPS 2-4 ONLY IF APPLICABLE.	
2	Multiple Jobs or Spouse Works <ul style="list-style-type: none">You can check this box if you have multiple jobs, or if your spouse works.You can use the IRS Tax Estimator application if you do not want to disclose that you have multiple jobs.
3	Claim Dependents <ul style="list-style-type: none">Enter the total amount in each box, if you are claiming dependents.If not, leave these fields blank.
4	Other Adjustments (Optional) <p>(a) Other income (not from jobs)</p> <p>If applicable, the Employee will enter the amount of any other income they expect this year that will not have withholding.</p> <p>(b) Deductions</p> <p>If the Employee will be claiming deductions other than the standard deduction, complete the Deductions Worksheet on page 3 of the W-4 instructions. Enter the amount from Step 4(b), line 5 of the Worksheet in this field.</p> <p>(c) Extra Withholding</p> <p>The Employee will enter any additional tax they would like withheld each pay period in this field.</p> <p>If you are claiming exemption from withholding, check the box “I claim exemption from withholding.”</p>
5	Check the box “I agree that the allowances and deductions listed above are accurate,” and click Save.

Home My Info My Time My Benefits My Performance My HR

Personal Demographics Department Dependents Emergency Contacts **Taxes** Direct Deposits Deductions Pay Rates

Step 1: Enter Personal Information W-4 Instructions

Marital status (Required) S - Single/Married Withhold Higher Single Rate

Step 2: Multiple Jobs or Spouse Works

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.

(a) Use the estimator 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

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

Multiply the number of other dependents by \$500

Total amounts

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.

(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

(c) Extra withholding. Enter any additional tax you want withheld each pay period

I claim exemption from withholding

Step 5

I agree that the allowances and deductions listed above are accurate.

Save Cancel

Review your Form W-4 to verify that the information you have entered is correct. Once confirmed, click the "Click to Sign Document button".

Home My Info My Time

Personal Demographics Department Dependents Emergency Contacts **Taxes** Direct Deposits Deductions Pay Rates

Please confirm the information you've entered is correct.

Form W-4 OMB No. 1545-0074

Employee's Withholding Certificate

Department of the Treasury Internal Revenue Service

► 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:	(a) First name and middle initial Julie	Last name Sample
Personal Information	Address 123 Main Street	
	City or town, state, and ZIP code Troy, MI 48007	
	(b) Social security number 111-22-3333	

► 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.

(c) Single or Married filing separately
 Married filing jointly (or Qualifying widow(er))
 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.

Step 2: Multiple Jobs or Spouse Works

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. 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.)

Click to Sign Document Cancel