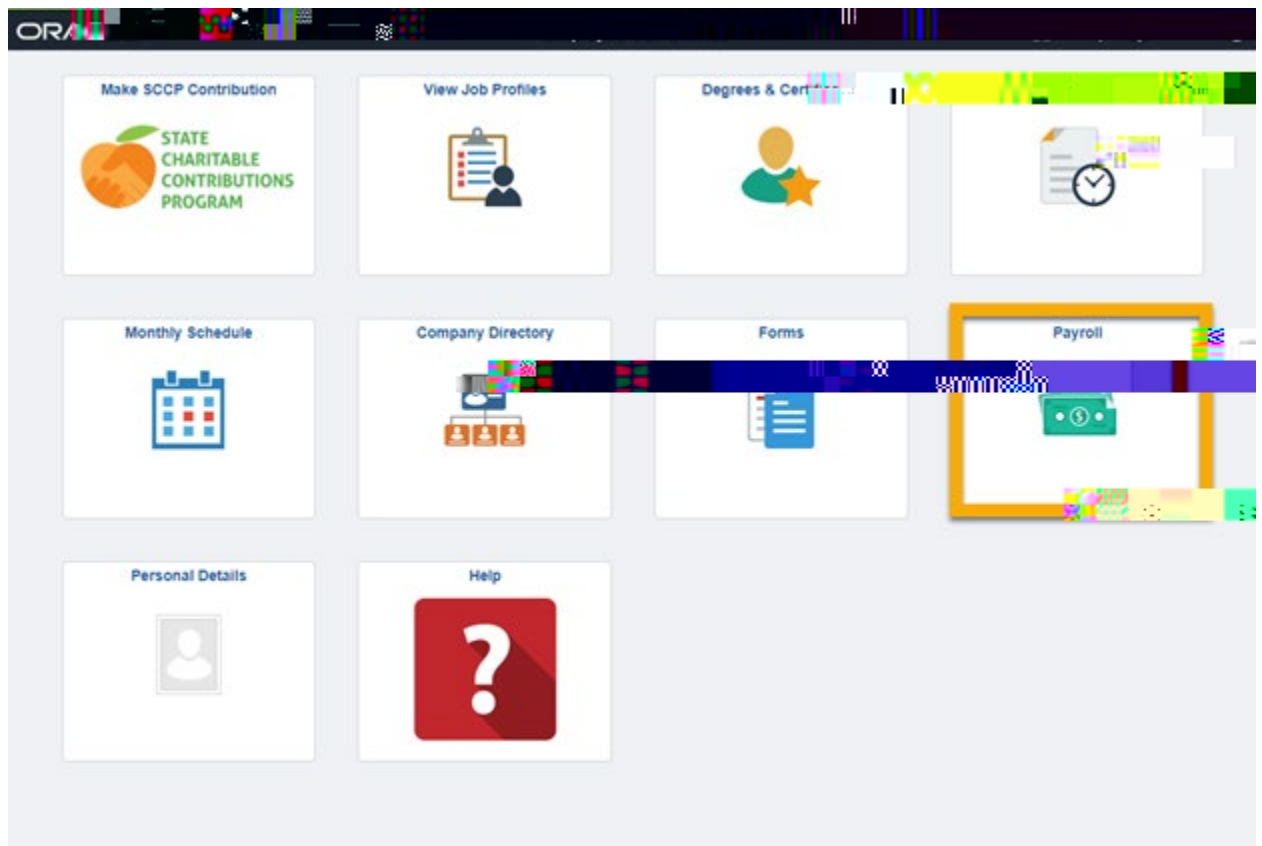
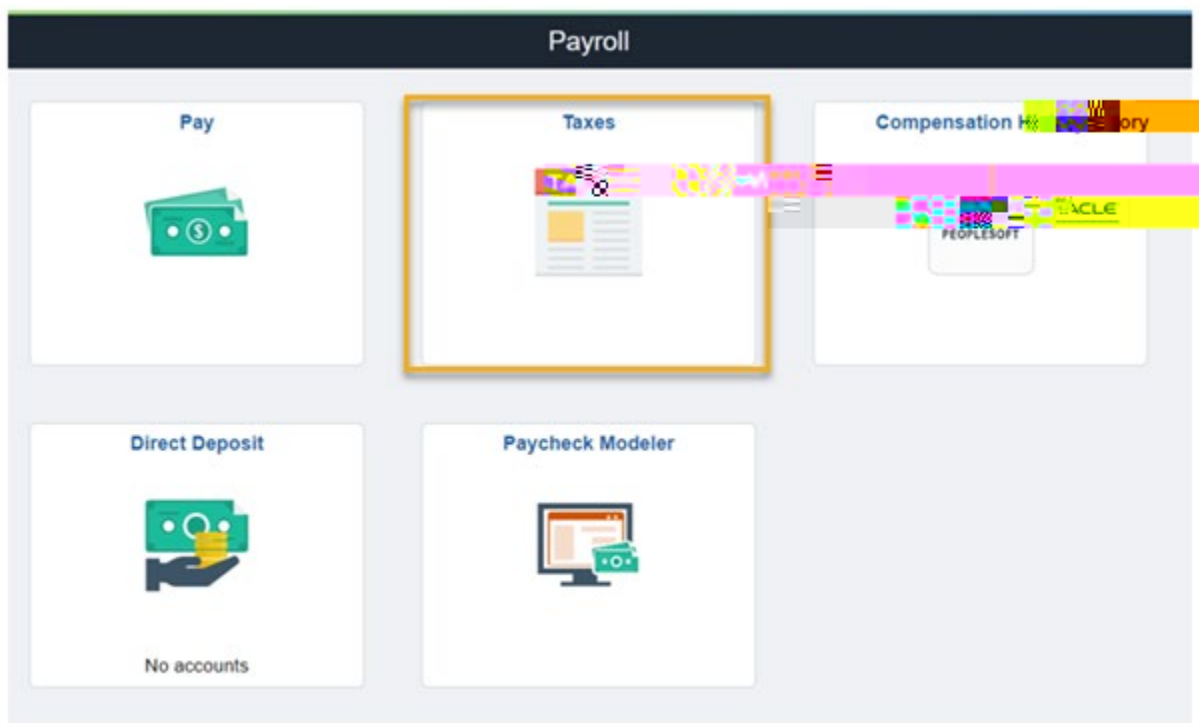


## Introduction

This job aid provides the steps necessary to complete your Federal Form W-4 withholding so the Payroll Department can calculate the correct amount of tax to withhold from your pay. Federal income tax is 44s



3. Select the Taxes tile.



- 4. Select W-4 Tax Information.



- 5. Personal Information.
  - a. Personal Information : Confirm that your name matches the name on your social security card.
  - b. Address : Confirm your address.

c. Filing Status : Select “Single”, “Married”, or “Head of Household.”

6. Multiple Jobs or Spouse Works.

Check here if you hold more than one job at a time or are married filing jointly and your spouse also works

7. Claim Dependents.

- a. Claim Exemption : Enter the appropriate year in which you are claiming the exemption.
- b. Read the eligibility requirements and Check this box if you meet both conditions to claim exempt status.
- c. Read the acknowledgement statement and click the Submit button.

**a** Claim Exemption from Withholding

I claim exemption from withholding for the year  and I certify that I meet

**b** BOTH of the following conditions for exemption from withholding:

- Last year I owed no federal income tax.

Check this box if you meet both conditions to claim exemption from tax withholding

**c** Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, the information is true and correct.

Submit