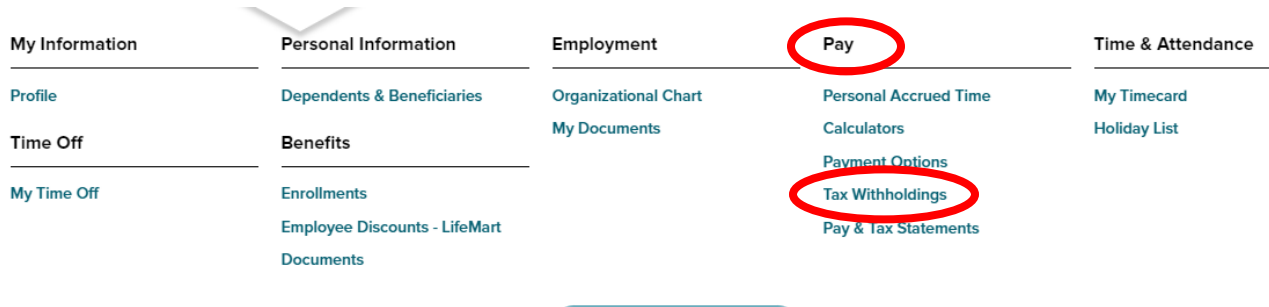
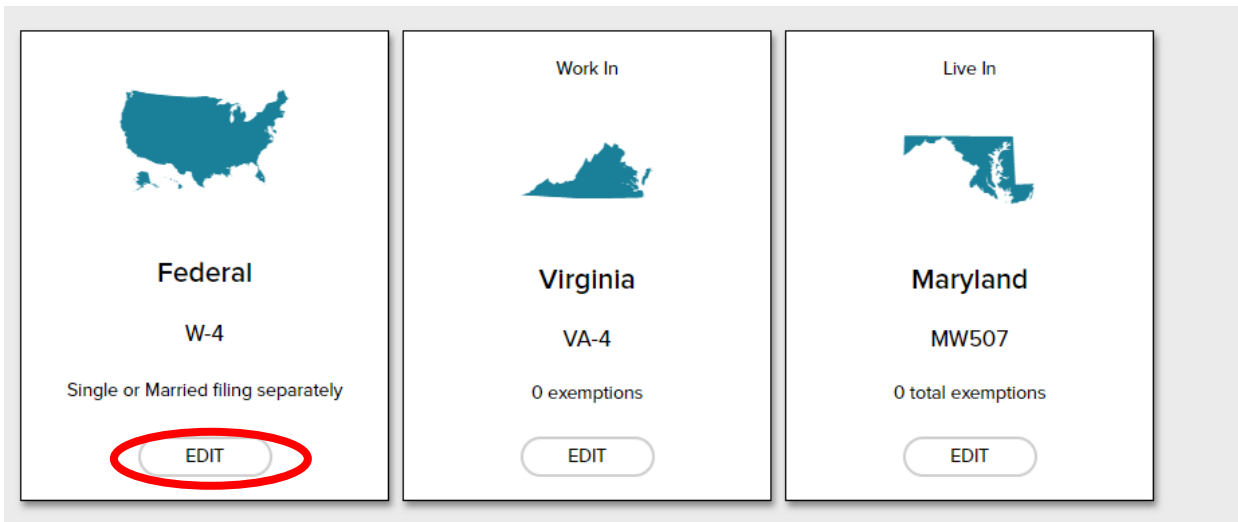


UPDATING the TAX WITHHOLDING FORMS IN ADP

1. Log into ADP
2. Select “Myself”
3. In the “Pay” column, select “Tax Withholdings”



4. Select “Edit” on the tax form you would like to update



Completing your Federal Tax Form W-4


Beginning with the 2020 Form W-4, employees are no longer able to request adjustments to their withholding using withholding allowances. Instead, using the new Form W-4, employees provide employers with amounts to increase or decrease the amount of taxes withheld and amounts to increase or decrease the amount of wage income subject to income tax withholding.

5. In ADP, review the “Before You Begin” page and select “Next”

Federal Tax Withholding

Before You Begin

Beginning with 2020, the Federal Withholding Form W-4 is significantly different from prior versions. It's recommended that you download and review the form, instructions, and worksheets prior to completing this process.



[Download a blank copy of Form W-4](#)

After you review the instructions, you can fill out your Form W-4 using this convenient tool. Complete the form so that your employer can withhold the correct federal income tax from your pay. The IRS recommends that you complete a new Form W-4 when your personal or financial situation changes.

If you need assistance completing your Form W-4, consult your tax professional.

CANCEL **NEXT**

6. Review your personal information and select “Next”

Federal Tax Withholding [DOWNLOAD BLANK FORM W-4](#)

Is this information correct?

If your name is incorrect, contact your HR Representative to have it fixed before you proceed.

Your first name, middle, and last name
[REDACTED]

Your home address
[REDACTED]

Your Social Security number Reveal
[REDACTED]

⚠ If you click Reveal, use caution to prevent your sensitive information from being viewed by others.

Does your name match the name on your Social Security card? If not, to ensure you get credit for your earnings, contact the SSA at 800-772-1213 or go to www.ssa.gov

CANCEL PREVIOUS **NEXT**

7. Review your resident status and select “Next”

Federal Tax Withholding [DOWNLOAD BLANK FORM W-4](#)

Are you a nonresident alien?

You are considered a nonresident alien if you are not a US citizen and do not meet either the green card test or the substantial presence test for the calendar year (January 1 - December 31).

I'm a nonresident alien.

I'm a US citizen or a resident alien.

8. Select your “Filing/Marital Status” and select “Next”

Federal Tax Withholding [DOWNLOAD BLANK FORM W-4](#)

What is your filing/marital status?

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)

9. Determine your “Tax Exempt” status and select “Next”

Federal Tax Withholding [DOWNLOAD BLANK FORM W-4](#)

Are you tax exempt?

Refer to the General Instructions of [Form W-4 Employee's Withholding Certificate](#)

I claim exemption from withholding for the current year, and I certify that I meet **both** of the conditions for exemption:

- For last year, I had **no** federal income tax liability
- For this year, I expect to have **no** federal income tax liability.

If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file next year's tax return.

I do not claim exemption from withholding

10. Enter your “Your Multiple Jobs or Spouse Works” information, and your “Claim Dependents” information, then select “Next”

Federal Tax Withholding [DOWNLOAD BLANK FORM W-4](#)

Multiple Jobs or Spouse Works ⓘ

Do **only one** of the following to calculate your withholding:

- a. Use the estimator at www.irs.gov/w4app for the most accurate withholding, or
- b. Use the Multiple Jobs Worksheet here and enter the result into Extra Withholding line; or
- c. If there are only two jobs, select this Multiple Jobs checkbox to use the optional higher withholding table

Claim Dependents ⓘ

Complete this section for only one job in the household if (1) you have multiple jobs and (2) your income will be \$200,000 or less (\$400,000 or less if married filing jointly).

Your withholding will be most accurate if you complete this for the highest paying job

Number of qualifying children under age 17 \$0

Number of other dependents \$0

Total dependent amount ⓘ

11. Enter amounts for “Other Adjustments” and select “Next”

***If you would like to have an extra amount of Federal Withholding withheld from your pay, enter the amount PER PAY PERIOD in the “Extra Withholding” field**

Federal Tax Withholding [DOWNLOAD BLANK FORM W-4](#)

Other Adjustments

Complete this section for only one job in the household.
Your withholding will be most accurate if you complete Other Income and Deductions for the highest paying job.

Other Income ⓘ

If you want tax withheld from other income you expect this year that won't have withholding, enter the amount of the other income here. This may include interest, dividends, and retirement income. You should not include income from any jobs.

Deductions ⓘ

If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet and enter the result here.

Extra Withholding ⓘ

Enter any additional tax you want withheld each pay period

12. Review your completed form

13. Print your completed form for your records (this step is not required)

14. "Click" the check box after reading the attestation message

15. Select "Done"

Federal Tax Withholding [DOWNLOAD BLANK FORM W-4](#)

Your Form W-4, Employee's Withholding Certificate

Review the entire form (scroll, if needed). To confirm that everything is true, correct and complete, check the box below the form. Then, click Done.

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 estimator at www.irs.gov/W4App, and privacy.

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 2021 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: If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):
Claim Dependents
Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$
Multiply the number of other dependents by \$500 ▶ \$
Add the amounts above and enter the total here 3 \$

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) \$
(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) \$
(c) Extra withholding. Enter any additional tax you want withheld each pay period 4(c) \$

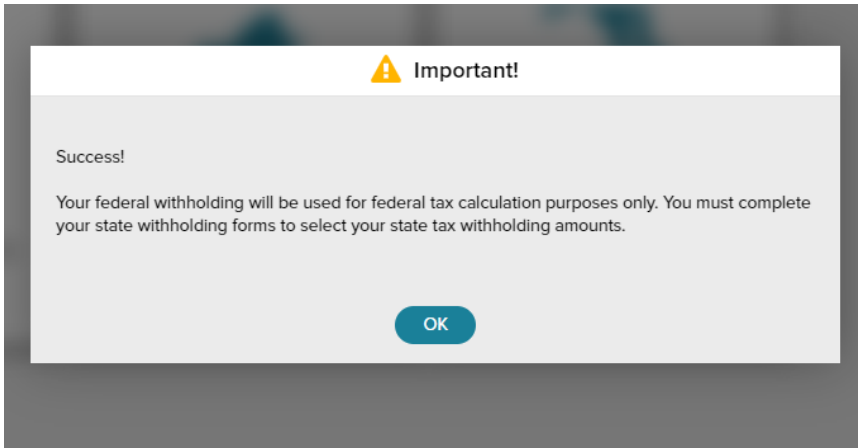
Step 5: Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.
Sign Here
Employee's signature (This form is not valid unless signed electronically) ▶ Date ▶

Employer's Information
Employer's name and address ▶ First date of employment ▶ Employer identification number (EIN) ▶

Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.
I agree under penalty of perjury to the declaration above and understand that this form is not valid until I have provided my electronic signature by acknowledging and clicking Done.

[PRINT COMPLETED FORM](#)

16. Next, you will receive a confirmation that the changes to your Form W-4 have been accepted



Please note: the steps above provide the instructions for updating the Federal Form W-4 ONLY. Please review Steps 1, 2, 3, & 4 to access your state form(s) and follow the instruction wizard in ADP.

