Green Mountain Higher Education Consortium
Project Ensemble

Add/Update Your W-4

This guide describes how to make a change to your federal and/or state income tax withholding (Form W-4).

Audience: All

Walkthroughs:

- 1.0 Navigation Path
- 2.0 Add a new W-4
- 3.0 Update an existing W-4

Process Step & Description	Action
1.0 Navigation Path	**Getting Started** ➢ **Navigation path** Me > Show More > Pay > Tax Withholding From the home screen: ● Click on the “Me” table to see all Employee Self-Service applications. ● Click on the “Show More” icon listed under the quick action links as pictured below (Page 2)

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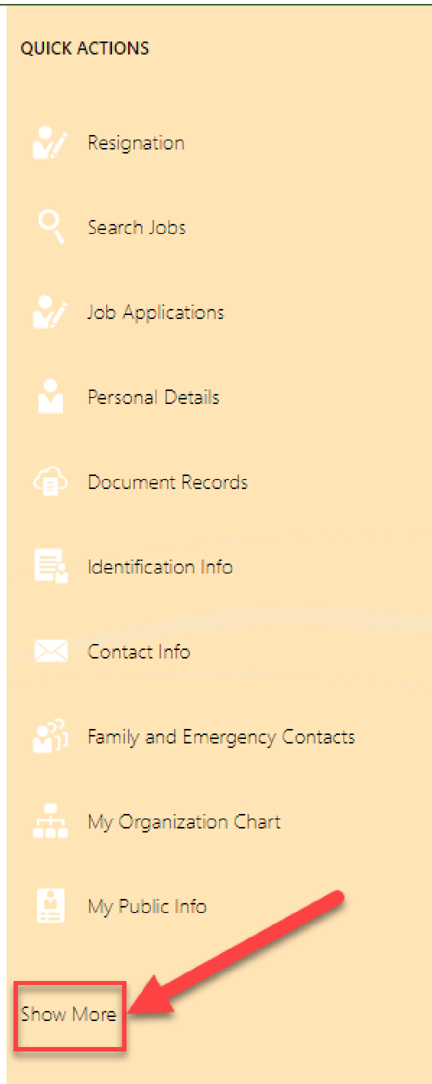
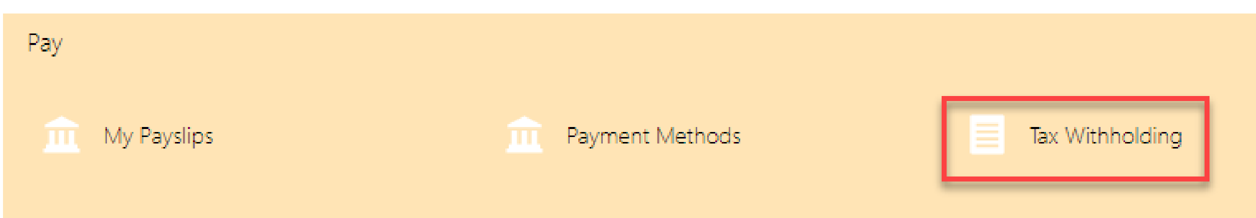


- Locate the “Pay” section and select “Tax Withholding”

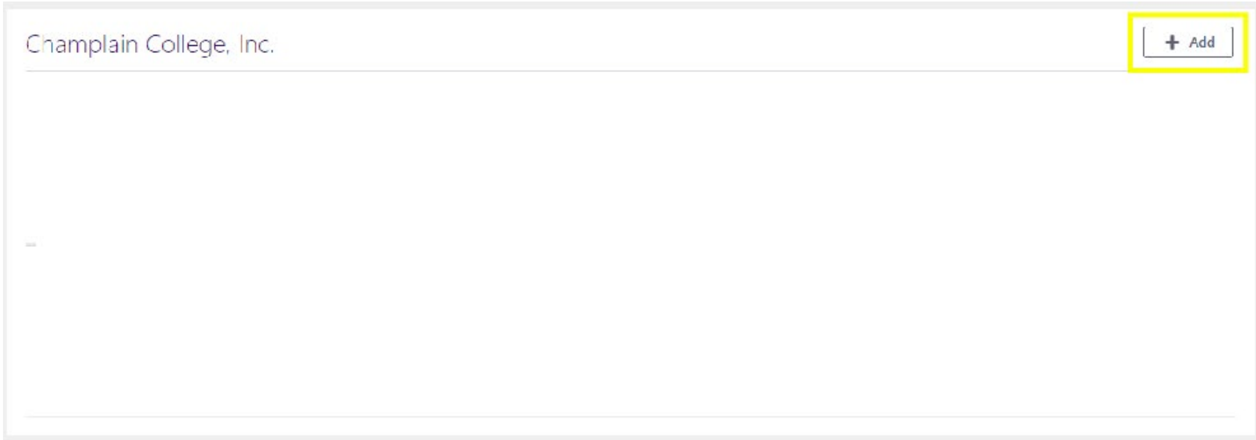


2.0 Add a new W-4

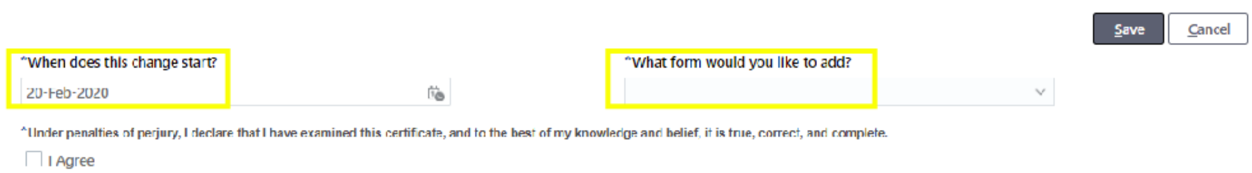
Add a New W-4

To add a New W-4:

- Click the “Add” button.

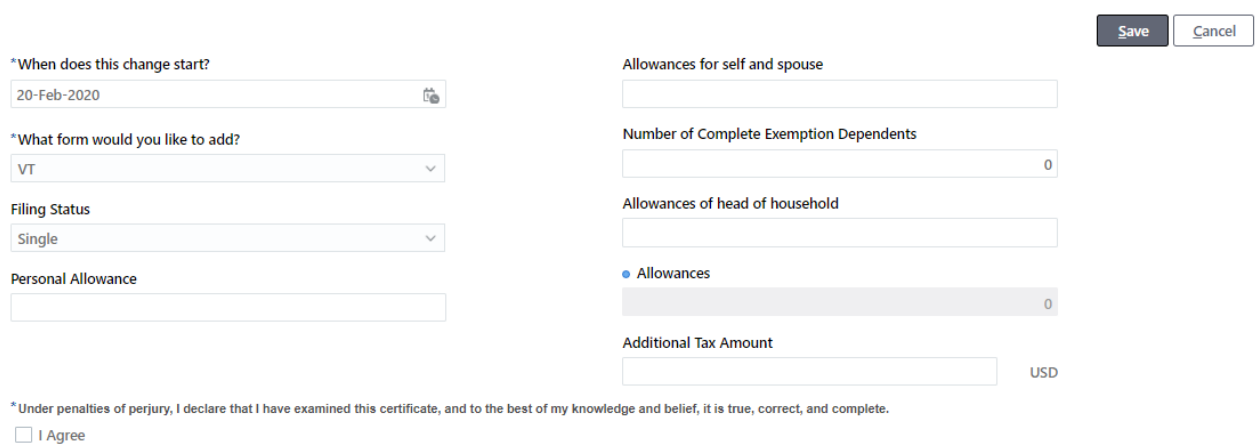


Fill out the first two fields:



- Under “When does this change start?” specify the date when the new W-4 should take effect.
- Under “What form would you like to add?” specify the state for which you are adding a tax form.
    - Example: if you work in Vermont, you might be filling out the “VT” tax form.

Complete the newly added fields:



- Specify your Filing Status (i.e. single, married, married and withholding at a higher single rate, etc.)

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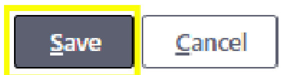
Specify the number of allowances that you will claim. This can vary significantly depending on the state.
If applicable, specify an “Additional Tax Amount” which you would like to have taken out of each paycheck. If you do not want any additional amount taken out, you can leave this blank.
Check the “I Agree” box to indicate your agreement with the statement above it that starts “Under penalties of perjury, I declare…”
Click “Save”



Note: Tax forms vary from state to state, so the fields will change depending on which state/form you select. For this guide we will use the “VT” tax form as an example.

Your new tax form will show up on the “Tax Withholding” screen.
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<tr>
<td>3.0
Update an Existing W-4</td>
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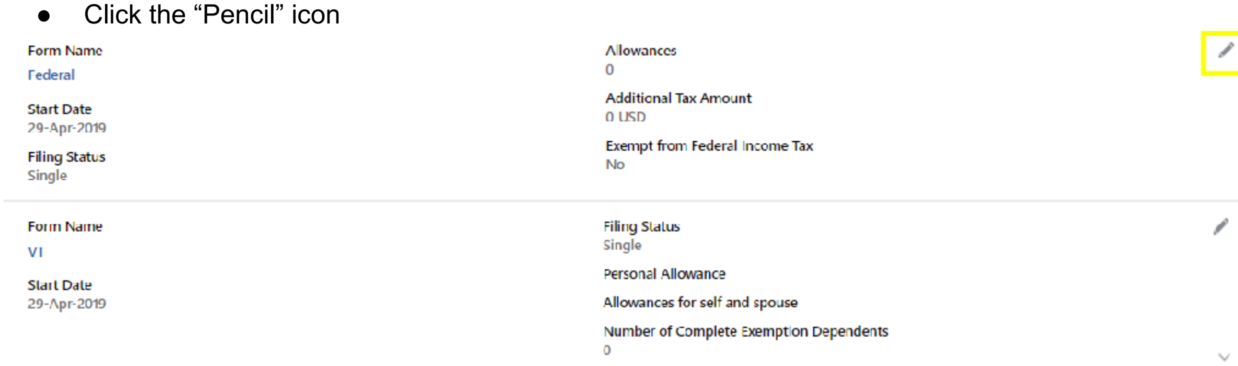
<h2>Update an Existing W-4</h2>

From the Tax Withholding screen:

Locate the form you want to change.
Click the “Pencil” icon



On the next screen, make the necessary changes:
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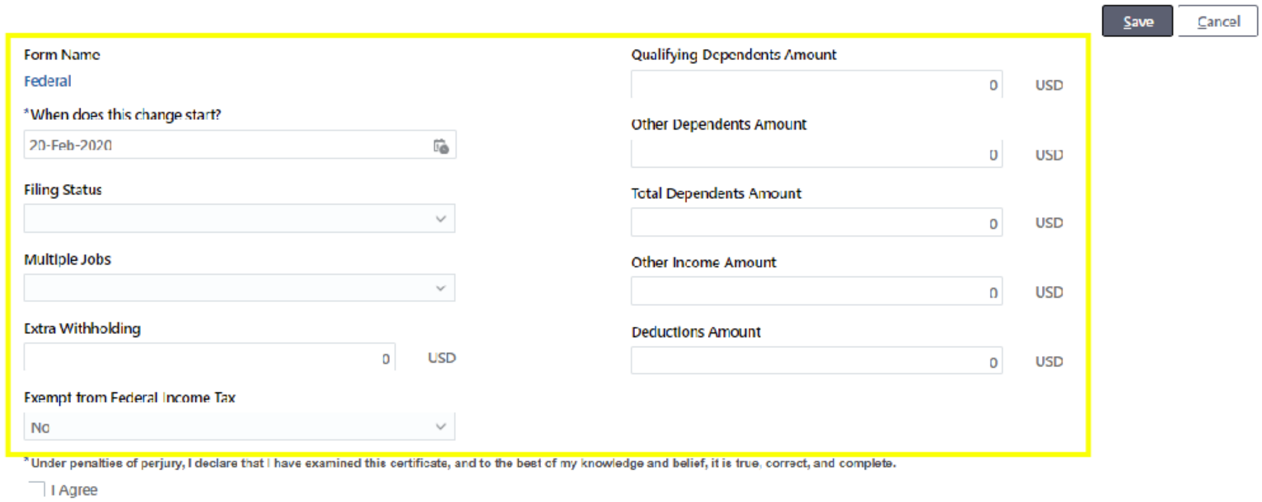

You can:

- Under "When does this change start?" specify the date when the change to your tax form should become effective.
- Specify your Filing Status (i.e. single, married, married and withholding at a higher single rate, etc.)
- Specify the number of allowances which you will claim. This can vary significantly depending on the tax form/state.
- If applicable, specify an "Additional Tax Amount" which you would like to have taken out of each paycheck. If you do not want any additional amount taken out, you can leave this blank.
- Check the "I Agree" box to indicate your agreement with the statement above it that starts "Under penalties of perjury, I declare…"
- Click "Save"

Your edited tax form will be reflected on the Tax Withholding screen.

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