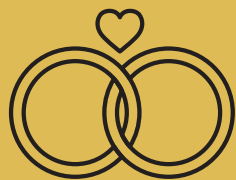


EASY STEPS TO UPDATE YOUR W-4



MARRIED? NEW JOB?

Follow these steps to update your W-4 form after a life change or to ensure your withholdings are current.



GATHER YOUR INFO

- Paystubs for all jobs (spouse too)
- Other income info (side jobs, self-employment, investments, etc.)
- Most recent tax return



IRS WITHHOLDING ESTIMATOR

Navigate to:

<https://www.irs.gov/individuals/tax-withholding-estimator>



ENTER YOUR INFO

Enter your income and dependent information. The estimator tool will guide you through each step.



DOWNLOAD YOUR W-4

Simply download the W-4 pre-filled with your personal information.

Submit this to your employer.

OR



PAYROLL PORTAL

Use the prefilled W-4 to update your withholdings via your payroll portal app.

FIND THIS AND OTHER TIPS AT OUR

PAYROLL RESOURCE CENTER

