

Employee Self Service - ADP Workforce Now

Your Personal Information

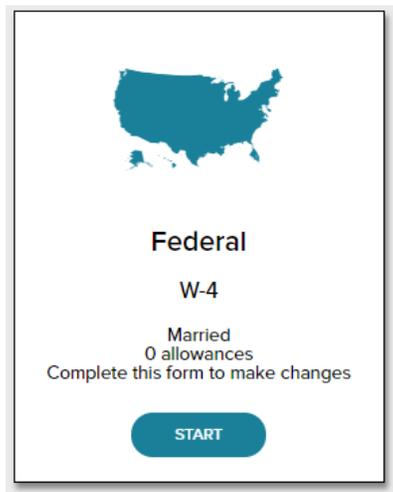


1. To change your Tax Withholdings information, please access the Federal Tax Withholding Wizard by navigating to **Myself > Pay > Tax Withholdings** or select on the **W4 icon** under Banners on the ADP Home Page.

****You can also access and change your Tax Withholdings on the ADP Mobile App from your Smart Phone!**

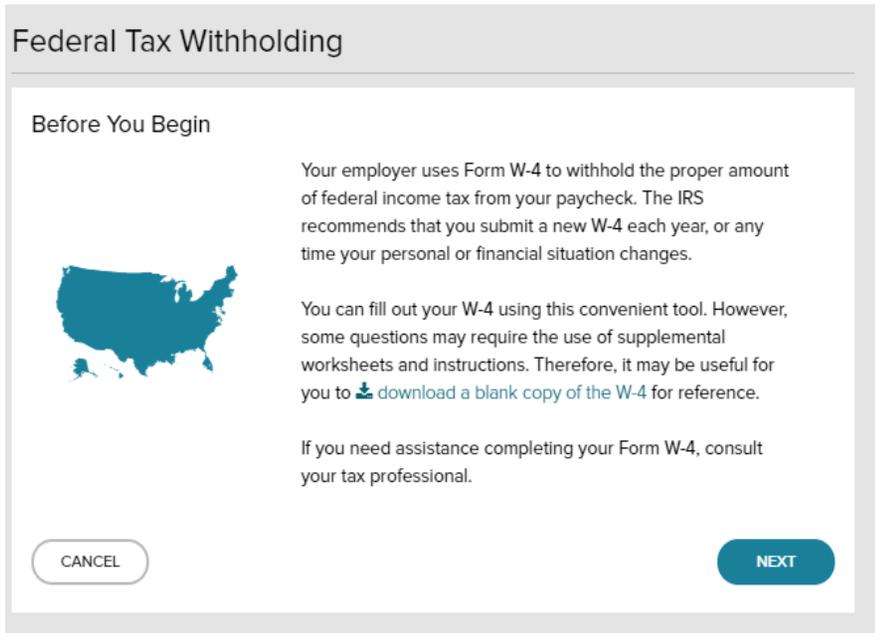


Federal Tax Withholding Wizard



2. You will be redirected to the **Federal Tax Withholding Wizard** page. Select Edit/Start from the tax tile.

Employee Self Service - ADP Workforce Now Federal Tax Withholding Wizard



Federal Tax Withholding

Before You Begin

Your employer uses Form W-4 to withhold the proper amount of federal income tax from your paycheck. The IRS recommends that you submit a new W-4 each year, or any time your personal or financial situation changes.



You can fill out your W-4 using this convenient tool. However, some questions may require the use of supplemental worksheets and instructions. Therefore, it may be useful for you to [download a blank copy of the W-4](#) for reference.

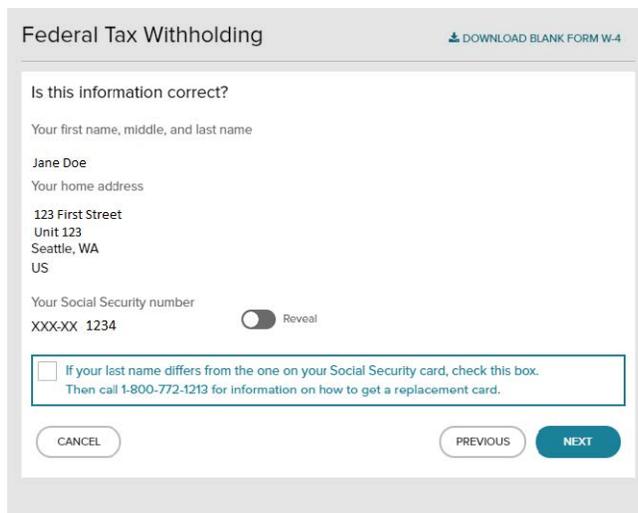
If you need assistance completing your Form W-4, consult your tax professional.

CANCEL NEXT

3. The first page which displays is the **Before You Begin** page.

A blank W-4 can be downloaded for help with your selections and is offered as an option to download throughout the Federal Tax Withholding Wizard.

Select Next.



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

Is this information correct?

Your first name, middle, and last name
Jane Doe

Your home address
123 First Street
Unit 123
Seattle, WA
US

Your Social Security number
XXX-XX 1234 Reveal

If your last name differs from the one on your Social Security card, check this box. Then call 1-800-772-1213 for information on how to get a replacement card.

CANCEL PREVIOUS NEXT

4. An **Is This Information Correct?** page displays.

Your address can be edited.

If the name differs from the Social Security card, the user can still continue with completing the electronic W-4 process. SSN updates must be completed by the practitioner.

Select Next.

While NKC can provide instructions on filling out the W-4 form, we are legally prohibited from offering tax advice.

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Federal Tax Withholding Wizard

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

Are you a non-resident alien?

You are considered a non-resident 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).

Yes, I'm a non-resident alien.

No, I'm not. I'm a US citizen or a resident alien.

5. **Are you a non-resident alien?** page displays. After making a selection, select Next.

***Note: If non-resident alien was selected then restrictions apply when specifying marital status, allowances and you cannot claim tax exemption.

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

What is your filing/marital status?

Single (also applies if married but legally separated, or spouse is a non-resident alien)

Married

Married, but withhold at higher Single rate

6. **What is your filing/marital status?** page will display. After making your selection, select Next.

Note: This is the marital status NKC uses for benefit vendors such as Prudential/401k.

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Federal Tax Withholding Wizard

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

Are you tax exempt?

Refer to Section 7 of [Form W-4](#), Employee's Withholding Allowance Certificate for more instructions.

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

- Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and
- This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.

I do not claim exemption from withholding

7. **Are you tax exempt?** page displays. After making a selection, select Next.

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

How many allowances are you claiming?

Refer to [Form W-4](#), Employee's Withholding Allowance Certificate for worksheets and instructions.

Total number of allowances you are claiming (from line H or the applicable worksheet)

This value is required

Do you want to withhold additional taxes?

Additional amount, if any, you want withheld from each paycheck

8. **How many allowances are you claiming?** page displays. Enter how many allowances you are claiming. If you want to withhold additional taxes in addition to your number of allowances, enter that amount in dollars.

If you need help deciding your selections, you can download the W-4 form for instructions and worksheets or visit <https://apps.irs.gov/app/withholdingcalculator>

After making your selections, select Next.

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Federal Tax Withholding Wizard

Your Form W-4, Employee's Withholding Allowance 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.



Form W-4 (2018)

Future developments. For the latest information about any future developments related to Form W-4, such as legislation enacted after it was published, go to www.irs.gov/FormW4.

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. You may claim exemption from withholding for 2018 if both of the following apply.

- For 2017 you had a right to a refund of all federal income tax withheld because you had no tax liability, and
- For 2018 you expect a refund of all federal income tax withheld because you expect to have no tax liability.

If you're exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2018 expires February 15, 2019. See Pub. 505, Tax Withholding and Estimated Tax, to learn more about whether you qualify for exemption from withholding.

General Instructions

If you aren't exempt, follow the rest of these instructions to determine the number of withholding allowances you should claim for withholding for 2018 and any additional amount of tax to have withheld. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

using this calculator if you have a more complicated tax situation, such as if you have a working spouse, more than one job, or a large amount of nonwage income outside of your job. After your Form W-4 takes effect, you can also use this calculator to see how the amount of tax you're having withheld compares to your projected total tax for 2018. If you use the calculator, you don't need to complete any of the worksheets for Form W-4.

Note that if you have too much tax withheld, you will receive a refund when you file your tax return. If you have too little tax withheld, you will owe tax when you file your tax return, and you might owe a penalty.

Filers with multiple jobs or working spouses. If you have more than one job at a time, or if you're married and your spouse is also working, read all of the instructions including the instructions for the Two-Earners/Multiple Jobs Worksheet before beginning.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you might owe additional tax. Or, you can use the Deductions, Adjustments, and Other Income Worksheet on page 3 or the calculator at www.irs.gov/W4App to make sure you have enough tax withheld from your paycheck. If you have pension or annuity income, see Pub. 505 or use the calculator at www.irs.gov/W4App to find out if you should adjust your withholding on Form W-4 or W-4P.

Nonresident alien. If you're a nonresident alien see Notice 1392 Supplemental Form

Specific Instructions

Personal Allowances Worksheet
Complete this worksheet on page 3 first to determine the number of withholding allowances to claim.

Line C. Head of household please note:
Generally, you can claim head of household filing status on your tax return only if you're unmarried and pay more than 50% of the costs of keeping up a home for yourself and a qualifying individual. See Pub. 501 for more information about filing status.

Line E. Child tax credit. When you file your tax return, you might be eligible to claim a credit for each of your qualifying children. To qualify, the child must be under age 17 as of December 31 and must be your dependent who lives with you for more than half the year. To learn more about this credit, see Pub. 972, Child Tax Credit. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions on line E of the worksheet. On the worksheet you will be asked about your total income. For this purpose, total income includes all of your wages and other income, including income earned by a spouse, during the year.

Line F. Credit for other dependents.
When you file your tax return, you might be eligible to claim a credit for each of your dependents that don't qualify for the child tax credit, such as any dependent children age 17 and older. To learn more about this credit, see Pub. 505. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions on line F of the worksheet. On the worksheet, you

9. e-Signature / W-4 Date Stamp page

Select the attestation that you electronically sign the document. You have the opportunity to print the completed form for your own records.

Select Done and your changes will be submitted for approval.

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.

Date: Sep 17 2018

CANCEL PREVIOUS DONE

PRINT COMPLETED FORM