

Update Federal W4

Provides step-by-step instructions on how to update your Form W-4.

UKG Pro

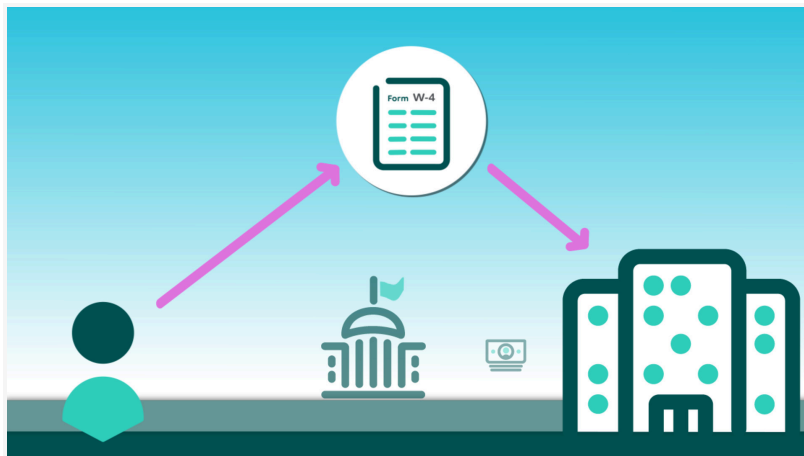
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Add or update your Federal W-4 which is used to determine the tax qualifications, exemptions and amounts that you claim for federal taxes when deducted from a payroll check.



Navigation: Navigation: **Myself > Pay > Income Tax >**

1. In the **Things I Can Do**, select **Add/Change Withholding Form (W-4)**.
2. Select **Employee's Withholding Certificate (W-4)**.
3. At the **Are Your Paychecks Subject to Federal Income Tax** question, select the appropriate response.

Note The Full Instructions link will open the current W-4 form with IRS provided instructions on how to complete.

4. In Step 1, **Personal Information**, select your filing status.
5. If No was selected for Are your paychecks subject to Federal income tax?, Select **next**.
If yes was selected, continue to the next step.
6. At Step 2, **Multiple Jobs**, select the appropriate response.
7. At Step 3, **Claim Dependents**, select the appropriate response.
8. Enter number of qualifying children.
9. Enter number of dependents .
10. At Step 4, **Other Adjustments**, optionally enter amounts.

The screenshot displays the 'Federal Tax Form W-4' interface. At the top right is a link for 'Full Instructions'. The form is divided into several sections with radio button options:

- Are your paychecks subject to Federal income tax?**
You can only select No if both of the following are true:
- Last year no Federal taxes were withheld from my paycheck
- This year no Federal taxes should be withheld from my paycheck
☒ Yes
☐ No
- Step 1: Personal Information - Filing Status**
☐ Single or Married filing separately
☐ Married filing jointly (or Qualifying widow(er))
☒ Head of household (Select only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual)
- Step 2: Do you hold more than one job at a time?**
☐ Yes
☒ No
- Step 3: Claim Dependents**
Is your income \$200,000 or less?
☐ Yes
☒ No
- Step 4: Other Adjustments**
 - a. Other Income**
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. You should not include income from any jobs.
 - 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 of the Federal W-4 and enter the result here.
 - c. Extra withholding**
Enter any additional tax you want withheld each pay period.

11. Select **next**.
12. Review the **W-4 Withholding Certificate**.
13. Select 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.
14. Select **Sign & Save**.

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