

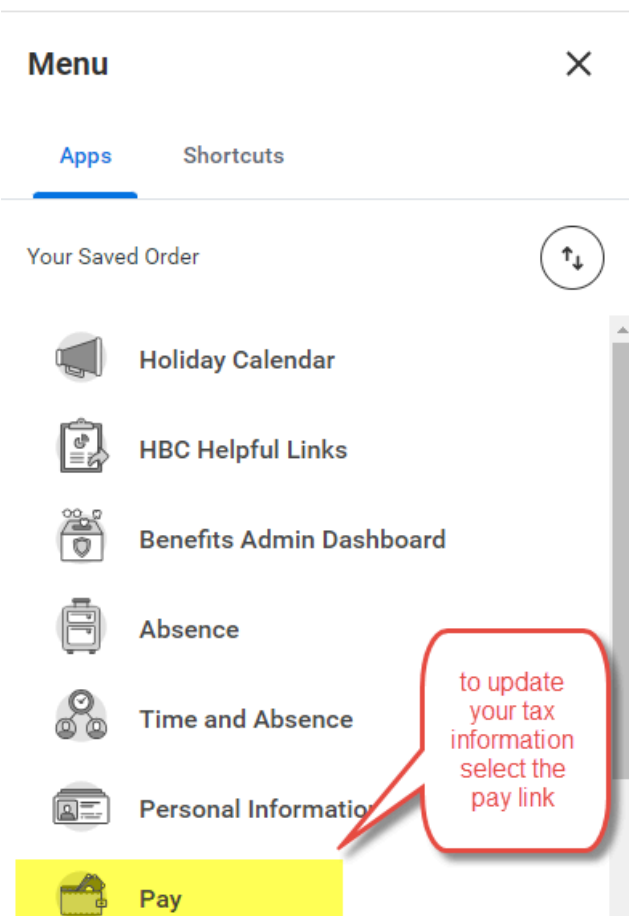
## INSTRUCTIONS TO UPDATING TAX WITHHOLDING

The following will walk you through the steps in the Workday payroll system, of where to go and how to update your tax withholding information.

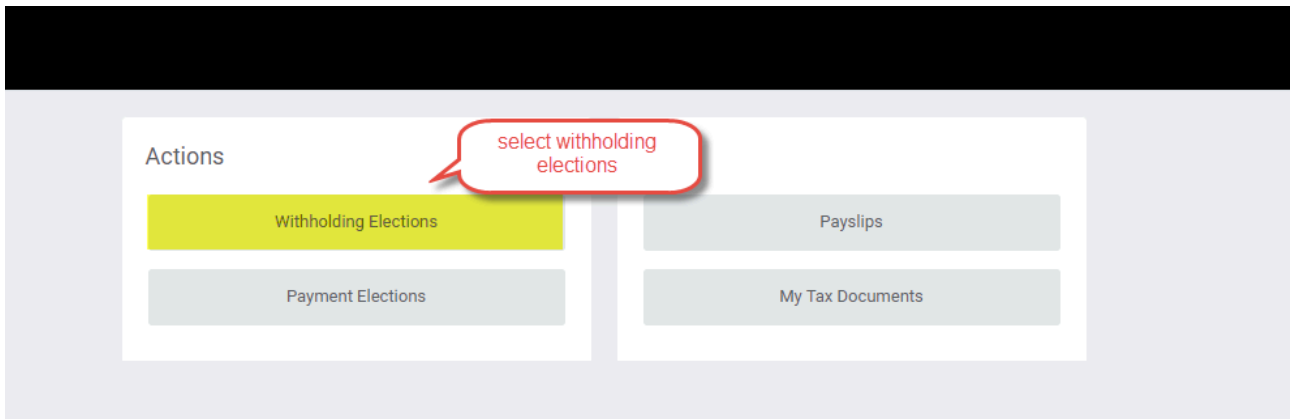
**STEP 1:** Sign into the Workday payroll system via the Workday tile - <https://myapps.microsoft.com/>.



**STEP 2:** From the Workday homepage, navigate to the **Menu**, on the left side of your screen and select the application, **Pay**.



STEP 3: Under Actions, select **Withholding Elections**.



STEP 4: This will show you the current Tax Elections on file (Federal, State, Local and Tax Allocations). If you would like to make changes, click **Update**.

Social Security Number XXX-XX-XXXX

Federal Elections

State Elections

Local Elections

Tax Allocations

Company 060 - Saks & Company LLC

Effective Date 12/31/2019

Lock In Letter

Payroll Withholding Status Single

Number of Allowances 0

Additional Amount 0.00

Exempt

Nonresident Alien

Last Name Differs from SS

Last Updated 07/26/2024 08:58:29.043 AM

Last Updated By

Update

you can update all tax information via each tab

once the you are on the tab of the tax you want to update, click

STEP 5: Enter in the date you wish the change to be effective for and click **OK**.

The screenshot shows a modal window titled "Complete Federal Elections" with a close button (X) in the top right corner. The form contains three fields: "Worker" with a blurred value, "Company" with a dropdown menu showing "060 - Saks & Company LLC", and "Effective Date" with a date picker set to "07/29/2024". At the bottom right, there are two buttons: "Cancel" and "OK".

STEP 6: Enter the updated tax information, click '**I Agree**' at the bottom of the page, and then **OK** to submit.

The screenshot shows the "W-4 Data" section of a form. At the top left is a yellow button labeled "View Blank Form". A red callout bubble points to this button with the text: "clicking on the view blank form will provide you with downloadable W4 form, this would not be what is submitted, you would complete the steps so submit the information". Below this is a paragraph of instructions: "By filling out the information below, you are completing the Employee's Withholding Certificate (Form W-4) which affects how much federal income tax is withheld from your pay. You should review this current f accompanying instructions before filling out the information below. You should also consider reviewing your state withholding elections at this time, as submitting this form may affect your state withholding in".

Step 1: Marital Status \* [dropdown menu]

Complete Steps 2-4 ONLY if they apply. 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](http://www.irs.gov/W4App), and privacy.

Step 2: Multiple Jobs or Spouse Works

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.

Do only one of the following.  
(a) Use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) for most accurate withholding for this step (and Steps 3-4). If you or your spouse have self-employment income, use this option; or  
(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; 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 generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (

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:

At the bottom, there are two buttons: "OK" and "Cancel".

**Legal Notice**

Your Name and Password are considered as your "Electronic Signature" and will serve as your confirmation of the accuracy of the information being submitted. When you click in the "I Agree" checkbox, you are certifying that:

1. Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.
2. You understand that your payroll tax withholding election is a legal and binding transaction.
3. You understand that all submissions are contingent upon acceptance by your Payroll representative.

If you do not wish to use the electronic signature option, print a paper copy of the form.  
The form is not valid without a signature.

I Agree

\*

OK

Cancel

*Any changes made within the Workday system will send an alert to your email confirming the changes that have been made/updated.*