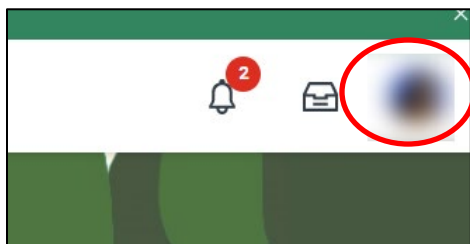


## SELECT AND UPDATE TAX ELECTIONS

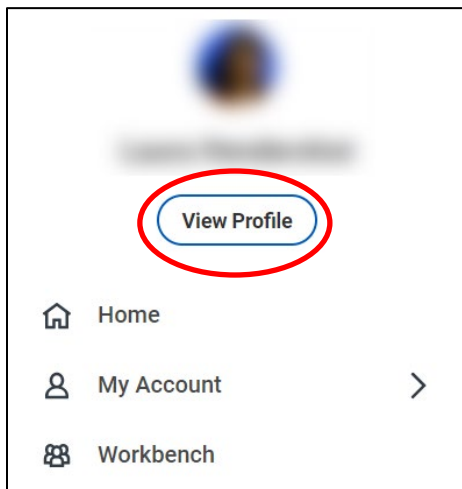
You can easily edit your W-4 Tax elections in Workday by following the steps below. These steps apply to U.S. and Canadian employees only.

From the Home page:

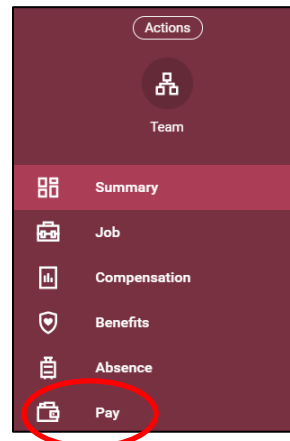
1. Click on your **Profile Picture** in the upper right corner.



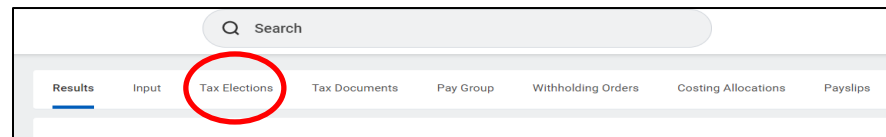
2. Click on **View Profile**.



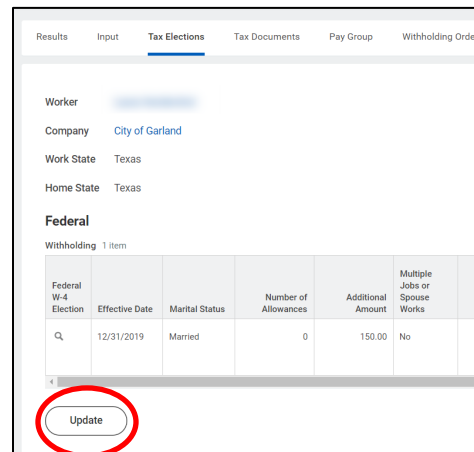
3. On the far-left side of the page select **Pay**.



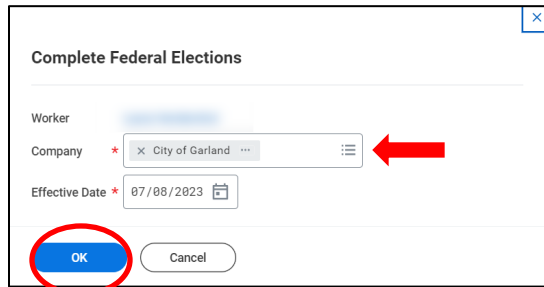
4. Next select the **Tax Elections** tab.



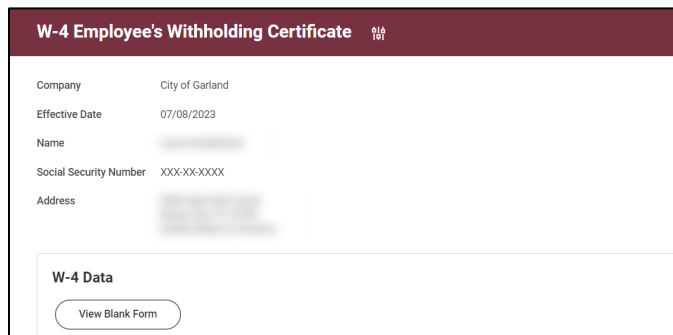
5. At the bottom of the screen click on **Update**.



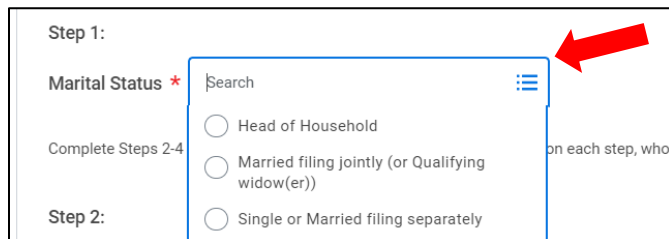
6. Your Company and Effective Date auto-populate. **OK** to continue.



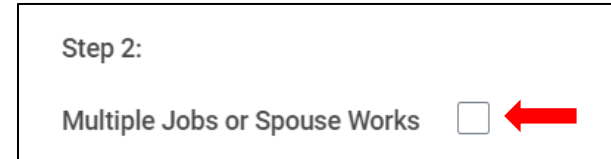
7. Modify the information using the available prompts. Be sure to complete all required fields. Asterisks indicate required fields.
8. On the next screen the W-4 Employee's Withholding Certificate will appear.



9. Step 1 is **Marital Status**. Select the desired status.



10. Step 2 is **Multiple Jobs or Spouse Works**. Check the box if one of the two are true, or if more income tax to be withheld is desired.

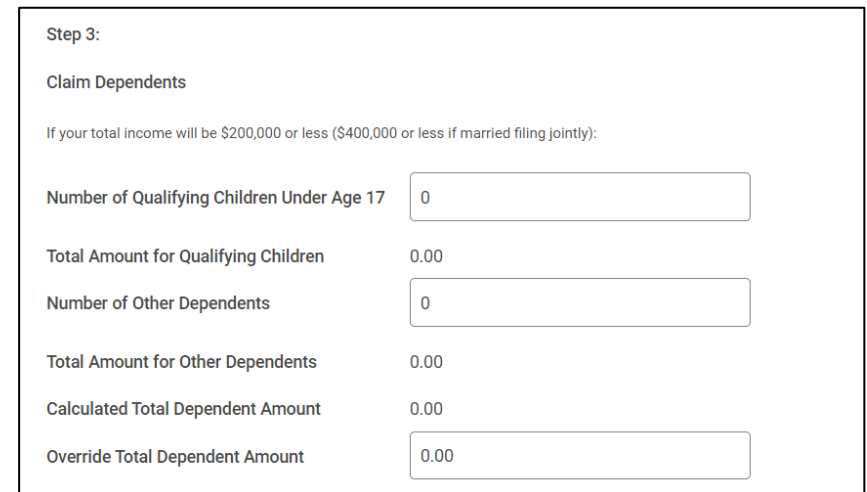


11. Step 3 is for **Dependents**.

- The first box is for the **number of children under the age of 17**.
- The second box is for the **number of other dependents**.
- The third box is an amount to **override total dependent amount**.



**NOTE:** The more dependent amounts entered in the 3 boxes of Step 3, the less the amount of income tax will be withheld.



Step 3:	
Claim Dependents	
If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):	
Number of Qualifying Children Under Age 17	0
Total Amount for Qualifying Children	0.00
Number of Other Dependents	0
Total Amount for Other Dependents	0.00
Calculated Total Dependent Amount	0.00
Override Total Dependent Amount	0.00

12. Step 4 is for **Other Adjustments**.

13. If the W4 elections need to remain the same and only an additional, specific dollar amount is desired to be withheld, add the amount in the **EXTRA WITHHOLDING** box in Line C.

Step 4 (optional):

**Other Adjustments**


Other Income (not from jobs): 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.

(a) Other Income (not from jobs)

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 and enter the result here.

(b) Deductions

Extra Withholding: Enter any additional tax you want withheld each pay period.

(c) Extra Withholding  

Exempt: You had no federal income tax liability in 2022 and you expect to have no federal income tax in 2023. Note: By checking the Exempt box you will have no federal taxes withheld.

Exempt

Nonresident Alien: If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Nonresident Alien

14. On the form is completed, select the **I Agree** checkbox.


15. Select **OK** to complete the update.

Step 5:

**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:

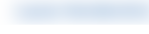
- Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.
- You understand that your payroll tax withholding election is a legal and binding transaction.
- You understand that all submissions are contingent upon acceptance by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

16. Once the new W4 is submitted, the update will appear under the **Tax Election** tab.

Results	Input	Tax Elections	Tax Documents	Pay Group	Withholding Orders	Costing All
<b>Worker</b> 						
<b>Company</b> City of Garland						
<b>Work State</b> Texas						
<b>Home State</b> Texas						
<b>Federal</b>						
<b>Withholding</b> 2 items						
Federal W-4 Election	Effective Date	Marital Status	Number of Allowances	Extra Withholding	Multiple Jobs or Spouse Works	
Q	07/09/2023	Married filing jointly (or Qualifying widow(er))	0	0.00	Yes	
Q	12/31/2019	Married	0	150.00	No	