



## Employee Tax Information Changes

### Submitting Electronic Federal and State Tax Form W-4 Changes

You can submit your Federal W-4 and State Tax Withholding form information in ADP Workforce Now (**Myself > Pay > Tax Withholdings**).

The first time you use the self-service option, you must complete the Federal form first. The state tile will be grayed out until the Federal form is completed.

- **Federal W-4** - A wizard walks you through the entries to submit the W-4 information.
- **State** - A wizard is designed to match the individual state forms as closely as possible.

### Information about the Tax Withholdings Landing Page

#### Myself > Pay > Tax Withholdings

- The page displays the current values for Federal and State Worked In.
  - If applicable, it will display State Lived In, Local Worked In, Local Lived In
- Local Information is View Only.
- Maximum of 4 cards available (this is true for multi-j as well):
  - One federal and one state
  - Up to two state cards: one for Worked In and one for Lived In
  - May be one Local card for Worked In/Local Lived In (combined), if applicable
- School District, Local 4 and Local 5 will not display.
- If the last withholding changes were made by the employer, a message will display: Pending
- If the withholding form has a workflow, a message will display.
- If the employer rejects the withholding entries, the form will be removed.
- All W-4 changes are considered to be effective today. If a future dated record exists, the employee cannot open the wizard.

## Entering IRS Form W-4 Information in ADP Workforce Now

**Note:** Employees should contact their tax preparer, accountant, adviser etc. for assistance with completing the form itself.

### Note about Flat Dollar or Percentages

Effective with the 2020 W-4, employees (exempt and non-exempt) are prohibited from having flat dollar or percentage amounts withheld.

- Pre-2020 entries are “grandfathered” in and do not require changes. If the employee completes the most current W-4 Form, these entries will not be permitted.
- Refer to page 22 of [Publication 15-T](#) under “Completing Form W-4:”
  - “Your employees may not base their withholding amounts on a fixed dollar amount or percentage. However, an employee may specify a dollar amount to be withheld each pay period in addition to the amount of withholding based on filing status and other information reported on Form W-4.”

### Employee Self Service

1. Go to **Myself > Pay > Tax Withholdings**
  - **Note:** Employees must complete the Federal W-4 before completing their State form.
2. In the **Federal** tile click **Start**.
  - **Result:** The employee is informed of the new W-4 and provided a link to the form to review.
3. Click **Next**. Validate the information provided is correct, then click **Next**.
4. Answer if you are a Non-Resident alien or not, then click **Next**.
5. Select your **Filing/Marital Status** (from Step 1(c) of the W-4), then click **Next**.
6. **Are you tax exempt?**
  - If yes, select **I claim exemption from withholding for the current year** and type **Exempt** in the box provided, and click **Next**. Then **skip to step 10**.
  - If no, select **I do not claim exemption from withholding**, then click **Next**.
7. Review the **Multiple Jobs** section. If you decided to mark the check box in Step 2(c) of the W-4 for Multiple Jobs, click the check box in **c**.
8. In the **Claim Dependents** section, enter the number of qualifying children under 17 and number of other dependents if applicable.
  - **Result:** The dependents dollar amount will be calculated. Click **Next**.

9. Enter the following as applicable (whole dollars – no decimals):

- In **Other Income** enter the dollar amount from Step 4(a) of the W-4.
- In **Deductions** enter the dollar amount from Step 4(b) of the W-4.
- In **Extra Withholding** enter the dollar amount from Step 4(c) of the W-4.
- Then click **Next**.
  - **Result:** A completed Federal Form W-4 is displayed.

10. Review the form for accuracy, then click the checkbox stating you have examined the form and that is accurate.

11. Click **Done**.

## Calculating FIT

ADP Workforce Now follows the Percentage Method Tables for Automated Payroll Systems of the Publication 15-T to calculate Federal withholding. Refer to this resource to mirror the system's calculation for FIT in a pay period: [Federal Income Tax Calculation Using Percentage Method](#)