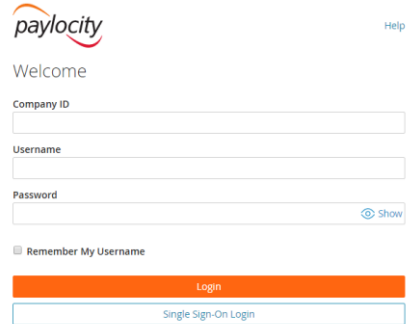


Employee – Update Federal W4 Tax Withholdings

1. Log into Paylocity Employee Self Service login.paylocity.com



paylocity

Welcome

Company ID

Username

Password [Show](#)

☐ Remember My Username

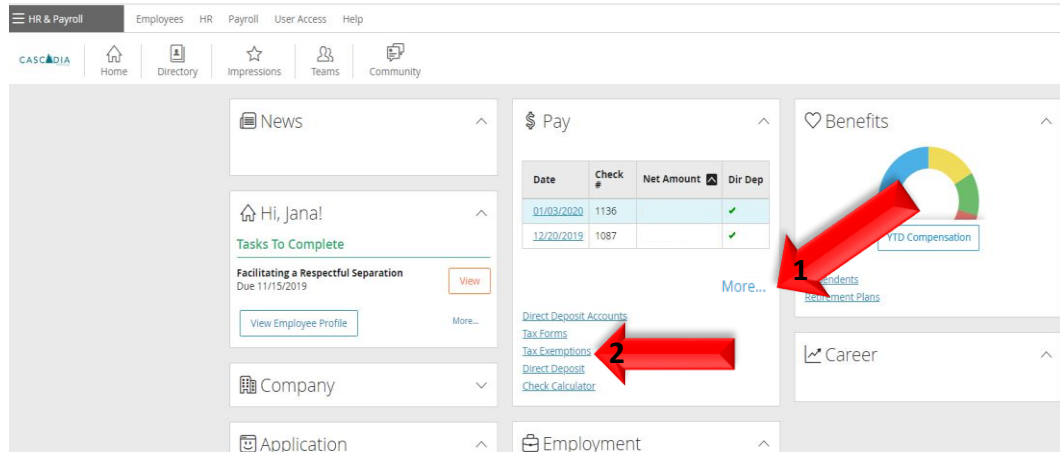
Login

Single Sign-On Login

2. \$ PAY

Select the Following:

- 1) More...
- 2) Tax Exemptions
- 3) FITW – Federal Income Tax



HR & Payroll Employees HR Payroll User Access Help

CASCADIA Home Directory Impressions Teams Community

News

Hi, Jana!

Tasks To Complete

Facilitating a Respectful Separation Due 11/15/2019 [View](#)

[View Employee Profile](#) More...

Company

Application

\$ Pay

Date	Check #	Net Amount	Dir Dep
01/03/2020	1136		✓
12/20/2019	1087		✓

[More...](#)

[Direct Deposit Accounts](#)

[Tax Forms](#)

[Tax Exemptions](#)

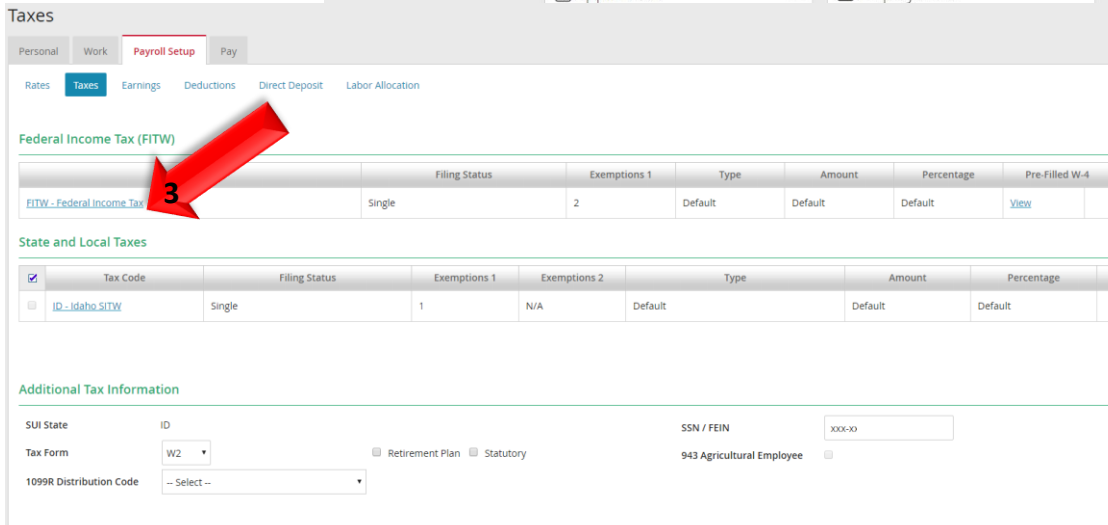
[Direct Deposit](#)

[Check Calculator](#)

Benefits

YTD Compensation

Career



Taxes

Personal Work Payroll Setup Pay

Rates Taxes Earnings Deductions Direct Deposit Labor Allocation

Federal Income Tax (FITW)

	Filing Status	Exemptions 1	Type	Amount	Percentage	Pre-Filled W-4
FITW - Federal Income Tax	Single	2	Default	Default	Default	View

State and Local Taxes

	Tax Code	Filing Status	Exemptions 1	Exemptions 2	Type	Amount	Percentage
☒	ID - Idaho SITW	Single	1	N/A	Default	Default	Default

Additional Tax Information

SUI State ID

Tax Form W2

1099R Distribution Code -- Select --

SSN / FEIN

943 Agricultural Employee

3. Update the New Federal W-4 with your Personal Information

For Additional Information Click on Learn More

Need Help? Try the IRS Tax Withholding Estimator
www.irs.gov/W4App

Personal
Work
Payroll Setup
Pay

Rates
Taxes
Earnings
Deductions
Direct Deposit
Labor Allocation

ⓘ **New Federal W-4 Form**
The IRS has released a new version of the Federal W-4 form. If you plan on making any changes to your federal withholding, you will need to update to the new form. Once you make changes, you will not be able to change back to the previous W-4.
[Learn More](#)

Federal Tax Details

Tax Code
Notes

FITW - Federal Income Tax
how much to withhold from your pay for Federal Income Taxes.
With "2019 or Prior" selected at the top of the page, the fields listed match up with the 2019 and prior Form W-4. With "2020 or later" selected, the fields listed will match up with the current Form W-4.
Once you switch to the current Form W-4, you will not be able to go back to the 2019 and prior form, per IRS regulations.

W-4 Tax Form
2019 or Prior
2020 or Later
Blank Federal W-4 Form

Filing Status
Single

Multiple Jobs or Spouse Works (Line 2c) ⓘ
☐

Dependents (Line 3) ⓘ
\$ 0.00

Other Income (Line 4a) ⓘ
\$ 0.00

Deductions (Line 4b) ⓘ
\$ 0.00

Extra Withholding (Line 4c) ⓘ
Default Amount

Amount
\$ 0

Percentage
% 0

Save
Save & Return
Cancel

Did You Know?

You can also use a personal [Check Calculator](#) and see how changes will effect your pay? Update your Personal Information, Direct Deposit, Address, Email, Emergency Contacts etc., all from Self Service in Paylocity?

\$ Pay
Ben

Date	Check #	Net Amount	Dir Dep
01/03/2020	1136		✓
12/20/2019	1087		✓

View
More...

Direct Deposit Accounts
Tax Forms
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Direct Deposit
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Employment
Employee Status
Dept / Position

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