

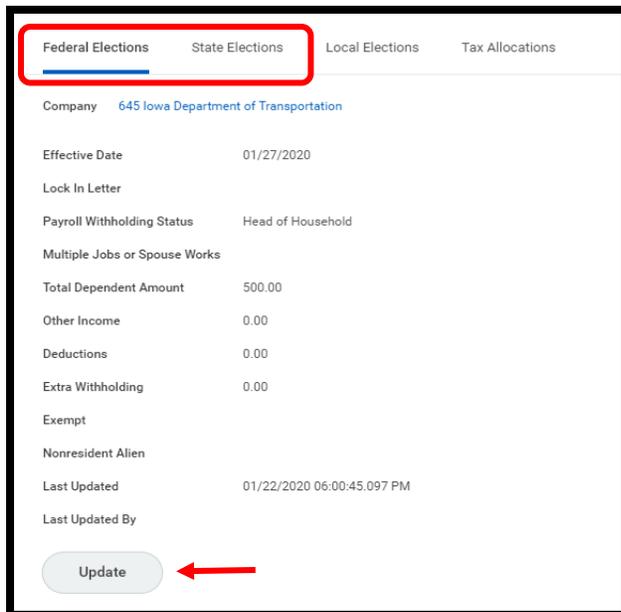
SELECT OR UPDATE TAX WITHHOLDING ELECTIONS

You can easily select or change your W-4 withholding elections in the Workday system by following the steps below:

1. Click the **Pay** application  on your Home page
2. Click the **Withholding Elections** button in the Actions section



3. Select which **Election** you wish to review (**Federal** or **State**) – a blue line will appear under your selection



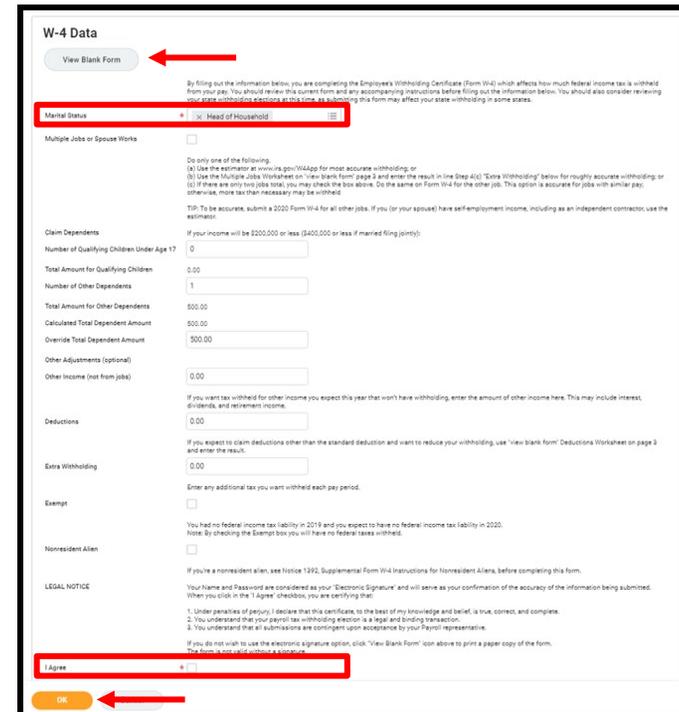
The screenshot shows the 'Federal Elections' page for a worker at '645 Iowa Department of Transportation'. The 'Federal Elections' tab is selected and highlighted with a red box. Below the tabs, the worker's information is displayed, including the effective date (01/27/2020) and payroll withholding status (Head of Household). At the bottom of the page, the 'Update' button is highlighted with a red box and an arrow.

4. Click the **Update** button at the bottom of the page
5. Worker, Company and Effective Date auto-populate



The screenshot shows the 'Complete Federal Elections' dialog box. It displays the worker's name (First Last Name), company (645 Iowa Department of Transportation), and effective date (02/20/2020). At the bottom, the 'OK' button is highlighted with a red box and an arrow, and the 'Cancel' button is also visible.

6. Click **OK** to Continue
7. **Complete** or **Modify** information using the available prompts. Be sure to complete all required fields – noted by a **red** asterisk *
8. Click the box next to **I Agree**
9. Click the **OK** button to complete the update

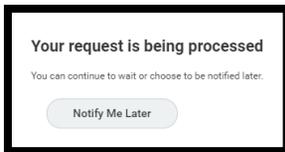


The screenshot shows the 'W-4 Data' form. The 'View Blank Form' button is highlighted with a red box and an arrow. The 'Marital Status' field is set to 'Head of Household' and is highlighted with a red box. The 'I Agree' checkbox at the bottom is also highlighted with a red box. The form contains various fields for claiming dependents, deductions, and other tax-related information.

VIEW BLANK W-4 FORM (FEDERAL OR STATE) – FOR ASSISTANCE IN COMPLETING THE FORM

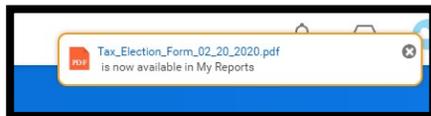
1. Complete Steps 1 – 6 above and then click the **View Blank Form** button at the top of the page if you need to see a copy of the W-4 form or review instructions

2. Your request is being processed notice will pop up on your screen



3. If you do **NOT** click the **Notify Me Later** button, the W-4 will open on your screen as soon as it is downloaded

4. If you click the **Notify Me Later** button, you will receive a notice in the upper right-hand corner of the screen when the form has finished downloading



5. Click on the blue **Tax_Election_Form** to see the W-4

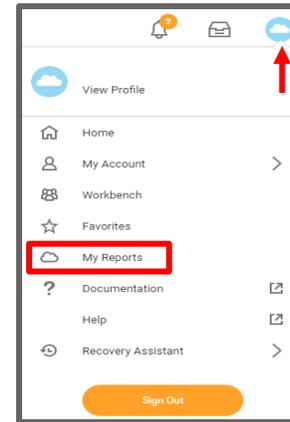
6. The **Notifications** icon at the top of the page will also indicate when the form is downloaded



7. If you need to refer to the downloaded W-4 form later, you can access it through **My Reports**

8. Click on your picture (or cloud image) in the upper right corner of your screen

9. Click on **My Reports**



10. Double click on **Tax_Election_Form** to open the W-4



Form W-4 Employee's Withholding Certificate OMB No. 1545-0074
 Department of the Treasury Internal Revenue Service
 Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.
 Give Form W-4 to your employer.
 Your withholding is subject to review by the IRS.

Step 1: Enter Personal Information

(a) First name and middle initial: _____ Last name: _____
 Address: _____
 City or town, state, and ZIP code: _____

(b) Social security number: _____
 Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov.

(c) Single or Married filing separately
 Married filing jointly (or Qualifying widow(er))
 Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

OR

2020 IA W-4
 Iowa Department of REVENUE Employee Withholding Allowance Certificate
<https://tax.iowa.gov>

Each employee must file this Iowa W-4 with his/her employer. Do not claim more allowances than necessary or you will not have enough tax withheld. You may file a new W-4 at any time if the number of your allowances increases. You must file a new W-4 within 10 days if the number of allowances previously claimed by you decreases.

Penalties apply for willfully supplying false information or for willful failure to supply information, which would reduce the withholding allowances. If you file as exempt from withholding and you incur an income tax liability, you may be subject to a penalty for underpayment of estimated tax.