

Use this task to update your Federal withholding in UCPath.

Dashboard Navigation:

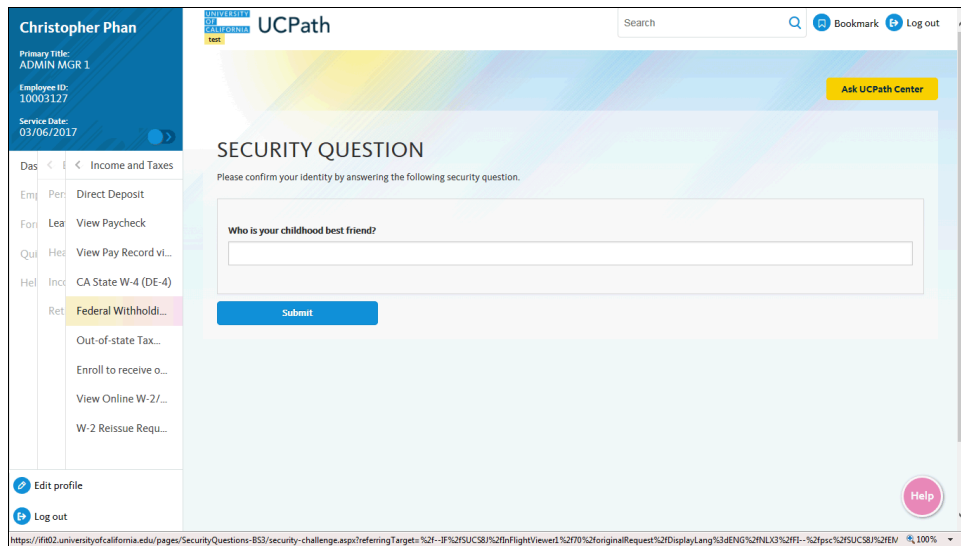
Income and Taxes > **Federal Withholding (W-4)**

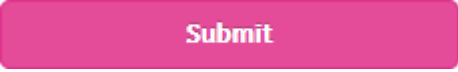
or

Menu Navigation:


Employee Actions > Income and Taxes > **Federal Withholding (W-4)**

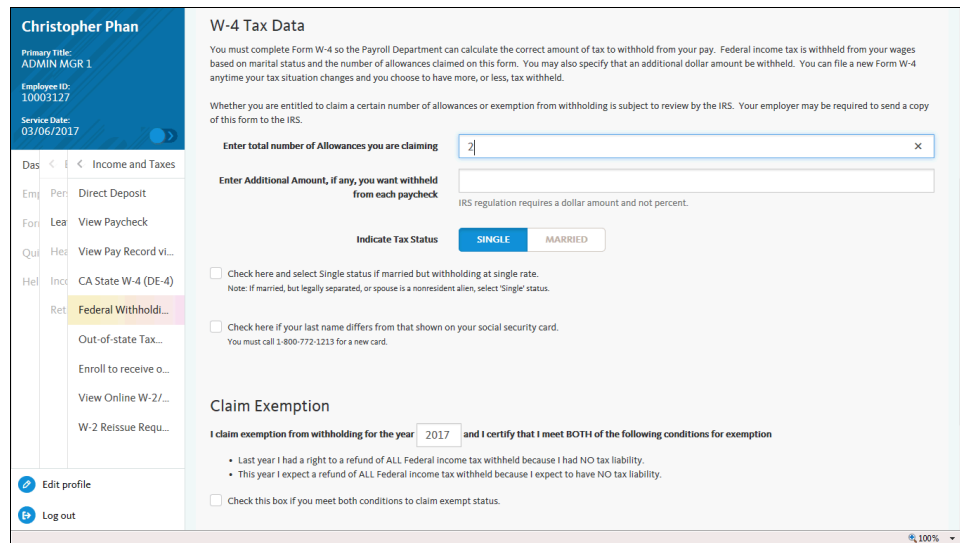
Note: This example uses sample images as seen on a computer. Sample images appear differently on a tablet or smartphone, but the steps remain the same.



Step	Action
1.	<p>Before you update your federal withholding, you must validate your identity. UCPath randomly displays one of the security questions set up on your profile. Click in the Security Question field.</p> <p>For this example click in the Who is your childhood best friend? field.</p>
2.	<p>Enter the desired information into the Security Question field.</p> <p>For this example, enter Molly.</p>
3.	<p>Your answer appears as a series of dots.</p> <p>Click the Submit button.</p> <div style="text-align: center; margin-top: 10px;">  </div>

Step	Action
4.	<p>If you answer the question correctly, UCPath displays the Federal W-4 Tax Information page, and you can make your changes.</p> <p>If you answer incorrectly, an error message appears. You have three attempts to answer this question correctly. After three incorrect answers, UCPath displays the Security Questions Setup page. You must provide your date of birth and the last four digits of your Social Security number to validate your identity and then update your security questions and answers.</p>

Step	Action
5.	Use the Federal W-4 Tax Information page to review and update your current withholding information for Federal income tax. In this example, update your Federal W-4 tax information to married and 2 allowances.
6.	Click in the Enter total number of Allowances you are claiming field.
7.	Delete the current number of allowances. Click the Delete button. 
8.	Enter the desired information into the Enter total number of Allowances you are claiming field. For this example, enter 2 .
9.	If you want additional money withheld from each paycheck, enter the dollar amount in the Enter Additional Amount, if any, you want withheld from each paycheck field.
10.	Click the scroll bar.



Christopher Phan
Primary Title: ADMIN MGR 1
Employee ID: 10003127
Service Date: 03/06/2017

W-4 Tax Data
You must complete Form W-4 so the Payroll Department can calculate the correct amount of tax to withhold from your pay. Federal income tax is withheld from your wages based on marital status and the number of allowances claimed on this form. You may also specify that an additional dollar amount be withheld. You can file a new Form W-4 anytime your tax situation changes and you choose to have more, or less, tax withheld.

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

Enter total number of Allowances you are claiming:

Enter Additional Amount, if any, you want withheld from each paycheck:

Indicate Tax Status: SINGLE MARRIED


Check here and select Single status if married but withholding at single rate. Note: If married, but legally separated, or spouse is a nonresident alien, select 'Single' status.

Check here if your last name differs from that shown on your social security card. You must call 1-800-772-1213 for a new card.

Claim Exemption
I claim exemption from withholding for the year and I certify that I meet BOTH of the following conditions for exemption

- Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability.
- This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

Check this box if you meet both conditions to claim exempt status.

Step	Action
11.	Select your Federal tax status. For this example, click the Married button. 
12.	Select the first check box if you are married but are withholding at a single rate.

Step	Action
13.	Select the second check box if your last name differs from the name shown on your Social Security card.
14.	Enter or verify the tax year for which you are claiming an exemption.
15.	If you are claiming an exemption, select the last check box on the page.
16.	Click the scroll bar.

Step	Action
17.	Click the Submit button.

Step	Action
18.	<p>A confirmation message indicates that changes may not be reflected on your next paycheck due to the timing of your W-4 changes.</p> <p>Click the OK button.</p>
19.	<p>You have updated your Federal withholding in UCPath online.</p> <p>A confirmation email is sent to the primary email address on your account. You can identify your primary email address under Employee Actions > Personal Information > Personal Information Summary.</p> <p>End of Procedure.</p>