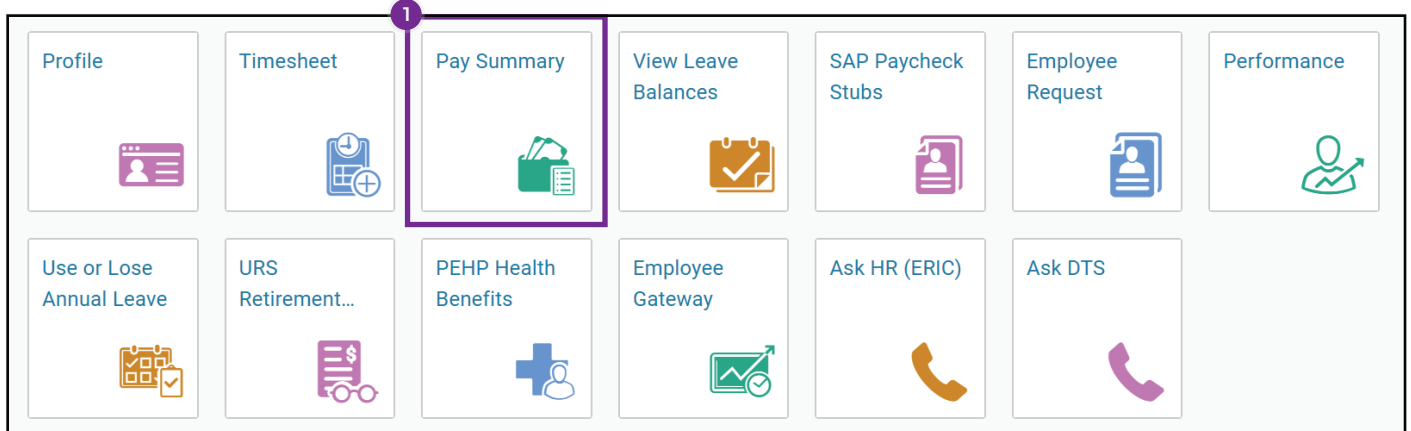


Change Federal or State Tax withholding

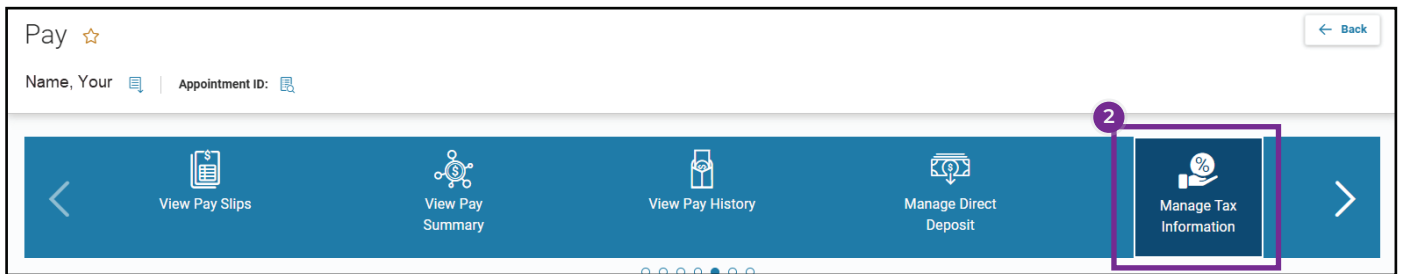
Instructions

1. Click on the **Pay Summary** tile on the Employee Dashboard landing page.



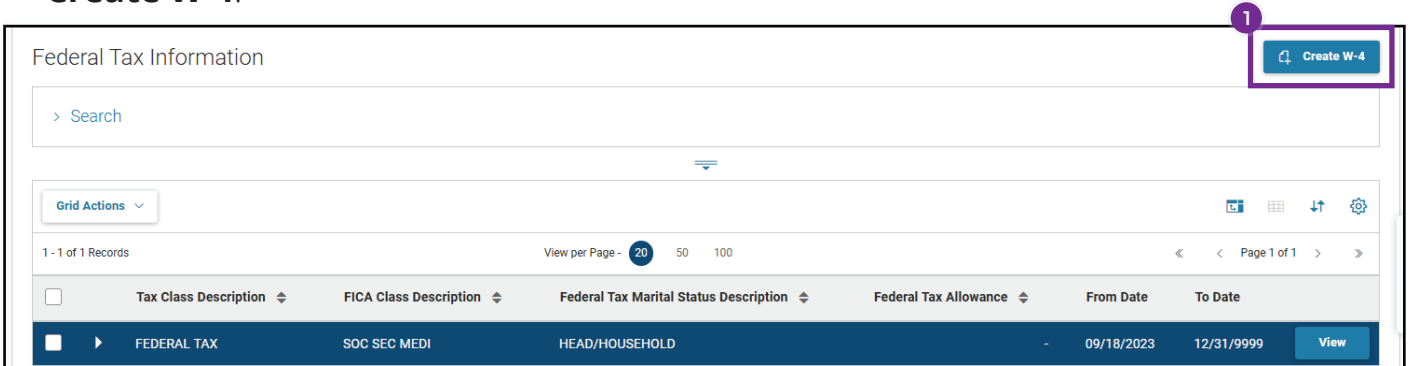
This opens your Pay dashboard.

2. Click **Manage Tax Information**. This opens the page where you can view and update both federal and state withholding forms.



Updating Federal Withholding (W-4)

1. To update your federal withholding, complete the electronic W-4 form, by clicking **Create W-4**.



You can:

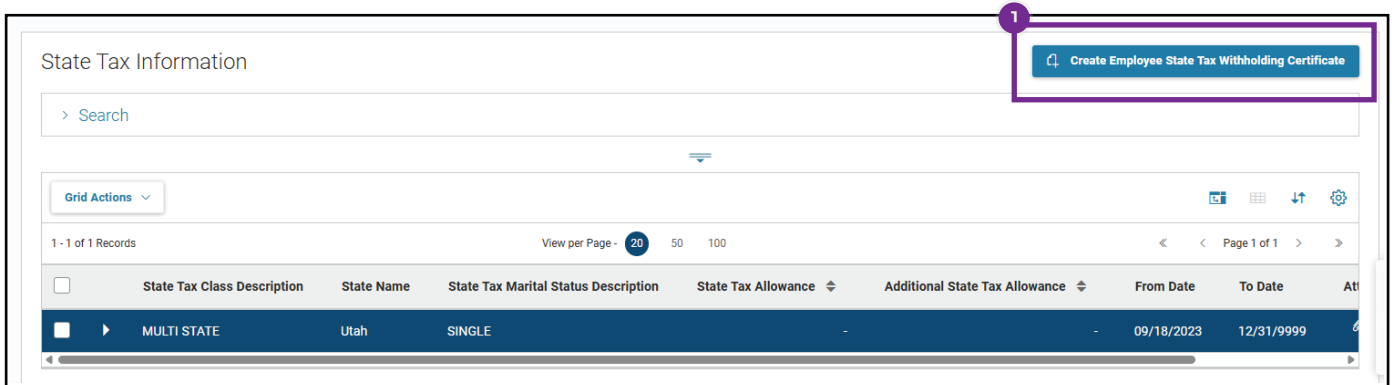
- Select your filing status, such as single or married
- Enter dependent credits if applicable
- Specify any additional withholding amounts.

2. When finished, click **Submit**. Your changes are applied immediately to upcoming payrolls.



Updating State Withholding

1. To update your state withholding click on the **Create Employee State Tax Withholding Certificate** button.



Each state has its own form, which may include allowances or additional withholding amounts.

2. Once you've complete the required fields, click **Submit**.

3. Click **Save** to apply changes.



Reviewing and confirming changes

After submitting, Vantage will display a confirmation screen with your updated elections. You can return to this page anytime to review your current selections or make further changes.

Select the **Expand** line  to see additional details.

Grid Actions

1 - 1 of 1 Records

View per Page - 20 50 100

Page 1 of 1

<input type="checkbox"/>	Tax Class Description	FICA Class Description	Federal Tax Marital Status Description	Federal Tax Allowance	From Da
<input type="checkbox"/>	FEDERAL TAX	SOC SEC MEDI	SINGLE	-	05/24/2

TIPS FOR SUCCESS



- Always review IRS instructions or your state's guidance before making changes.
- Double-check your entries before submitting.
- If you need advice on your tax situation, contact a tax professional.