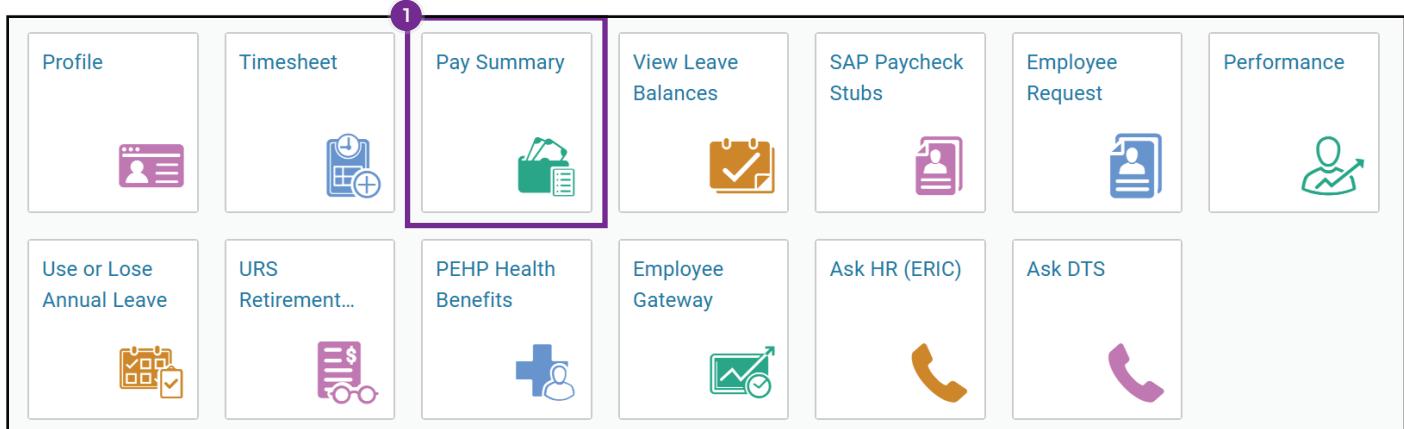


# Change Federal or State Tax withholding

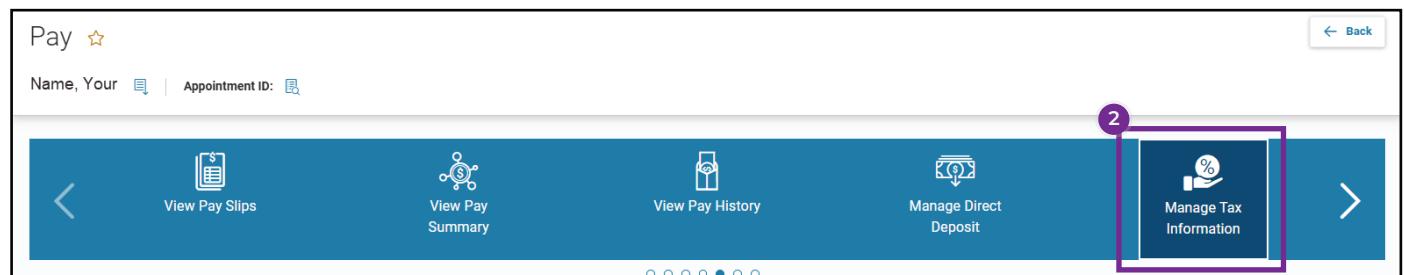
## Instructions

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



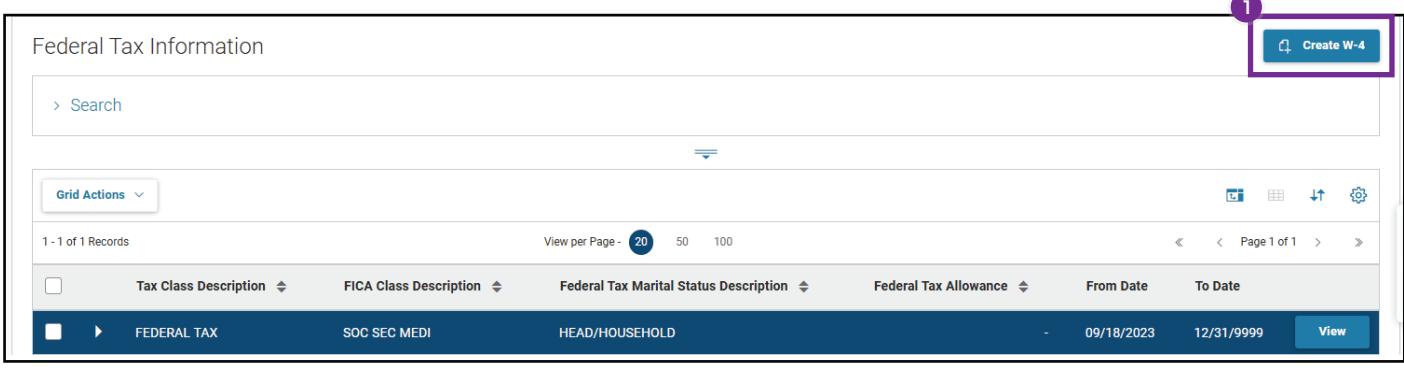
This opens your Pay dashboard.

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**.



Federal Tax Information					
<input type="button" value="Create W-4"/>					
<input type="button" value="Search"/>					
<input type="button" value="Grid Actions"/>					
1 - of 1 Records      View per Page - <input type="button" value="20"/> 50 100      < < Page 1 of 1 > >					
<input type="checkbox"/> Tax Class Description <input type="button" value="▼"/>		<input type="checkbox"/> FICA Class Description <input type="button" value="▼"/>		<input type="checkbox"/> Federal Tax Marital Status Description <input type="button" value="▼"/>	
<input type="checkbox"/> FEDERAL TAX		<input type="checkbox"/> SOC SEC MEDI		<input type="checkbox"/> HEAD/HOUSEHOLD	
				- 09/18/2023 12/31/9999 <input type="button" value="View"/>	

You can:

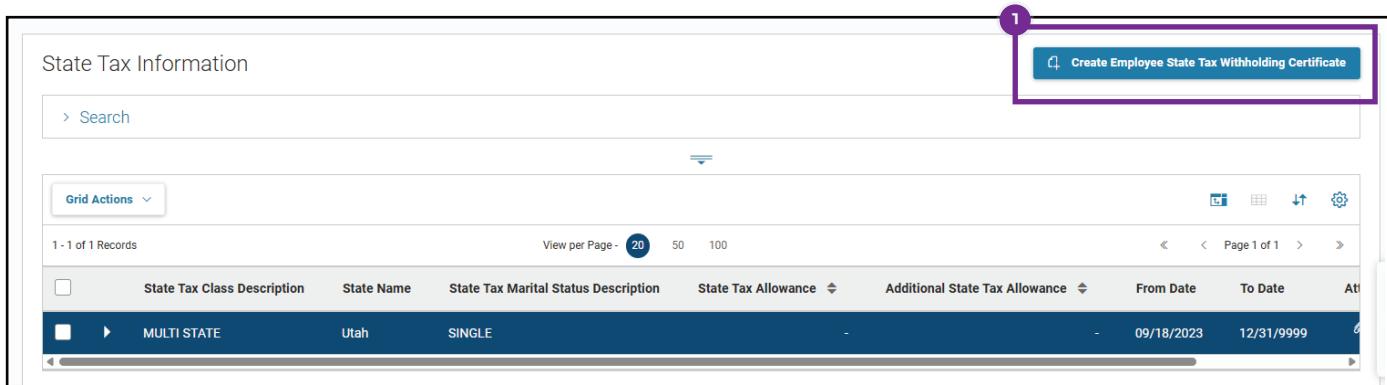
- Select your filing status, such as single or married
- Enter dependent credits if applicable
- Specify any additional withholding amounts.

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.



State Tax Class Description	State Name	State Tax Marital Status Description	State Tax Allowance	Additional State Tax Allowance	From Date	To Date	Actions
MULTI STATE	Utah	SINGLE	-	-	09/18/2023	12/31/9999	    

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		Grid Actions					
1 - 1 of 1 Records		View per Page - 20			50	100	
<input type="checkbox"/> Tax Class Description		FICA Class Description		Federal Tax Marital Status Description		Federal Tax Allowance	
<input type="checkbox"/>	FEDERAL TAX	SOC SEC MEDI		SINGLE			05/24/20

### 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.