

View and Modify My Tax Information

If your security permissions allow, you can view and modify your employee tax information.

View My Tax Information

You can view, but not edit, your federal, state, and local tax information.

This can be done from **Menu > My Info > My Pay > Tax Information**. From the **Tax Information** page, you can select from the following **Jump To** links:

1. **General:** Contains rules applied to applicable tax sections. Settings are not specific to each employee.
2. **Federal:** Contains Federal tax-related information and data from your Form W-4.
3. **State:** Contains state-related tax information and data from your state withholding certificate.
4. **Local:** Contains local tax information.

Add a Tax Withholding Form

You can add state and federal withholding forms in the solution.

Navigation: **Menu > My Info > My Pay > Forms > Withholding**

1. From the **Withholding** page, select **Add New**.
 - a. The **Add New Withholding** window appears.
2. Select the applicable **year** from the drop-down list.
3. Select **+Add** for the applicable withholding form. The selected form appears.
4. Complete the editable fields as needed.
5. Select from the following options:
 - a. **Save:** Select this option to keep any changes made to the form.

- b. Submit:** Select this option to submit the form for approval and processing.
 - c. Download PDF:** Select this option to download a PDF version of the form.
6. Select the **Back** arrow to return to the **Withholding** page.

Note: The **Status** column on the **Withholding** page indicates each form's status.

- **New:** The form has been created.
- **Employee Completed:** The form has been submitted for approval.
- **Processed:** The form has been approved and changes have been processed.