

Use this task to update your Federal withholding in the UCPath Portal.

Dashboard Navigation:

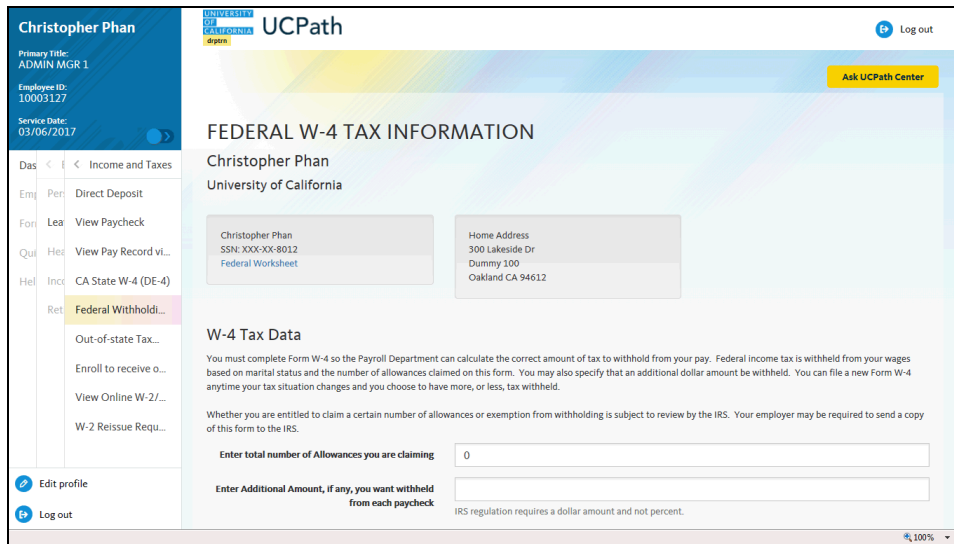
Income and Taxes > **Federal Withholding (W-4)**


or

Menu Navigation:

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

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



Step	Action
1.	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.
2.	Click in the Enter total number of Allowances you are claiming field.
3.	Delete the current number of allowances. Click the Delete button. 
4.	Enter the desired information into the Enter total number of Allowances you are claiming field. For this example, enter 2 .
5.	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.

Step	Action
6.	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:

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
7.	Select your Federal tax status. For this example, click the Married button.
8.	Select the first check box if you are married but are withholding at a single rate.
9.	Select the second check box if your last name differs from the name shown on your Social Security card.
10.	Enter or verify the tax year for which you are claiming an exemption.
11.	If you are claiming an exemption, select the last check box on the page.
12.	Click the scroll bar.

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Enter total number of Allowances you are claiming: 2

Enter Additional Amount, if any, you want withheld from each paycheck: [Empty field]

Indicate Tax Status: SINGLE | MARRIED

Claim Exemption
 I claim exemption from withholding for the year 2017 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.

Under the penalties of perjury, I certify that the number of withholding allowances claimed on this online certificate does not exceed the number to which I am entitled to, or if claiming exemption from withholding, that I am entitled to claim the exempt status. I declare that I have examined this online certificate and to the best of my knowledge and belief, it is true, correct, and complete.

SUBMIT

Step	Action
13.	Click the Submit button.

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UCPath

SUBMIT CONFIRMATION

✓ The Submit was successful.
 However, due to timing, your change may not be reflected on the next paycheck.

OK

Step	Action
14.	A confirmation message indicates that changes may not be reflected on your next paycheck due to the timing of your W-4 changes. Click the OK button.
15.	You have updated your Federal withholding in the UCPath Portal. End of Procedure.