How to Complete a Federal W4 Form in the Employee Portal

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When you log into the Employee Portal, go to the **Payroll** tab. Click on the **Forms** button. You will be brought to the following tab, click on **Fill Form** button.



Click on the Federal W4 Button

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You can review the instructions for completing the Federal W4 from the Internal Revenue Service by clicking on the **View W-4 Instructions** Button. Then, please review your personal information and select your filing status (highlighted in the purplebox).

Complete Steps 2-4 ONLY if they apply to you; otherwise you should view the filled PDF of the W4 form and Sign and Submit.

Click the SAVE button	above to ensure all of your data is saved before clicking the Sign and Submit Button bellow.
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	Sign and Submit