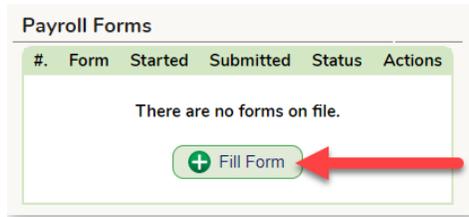


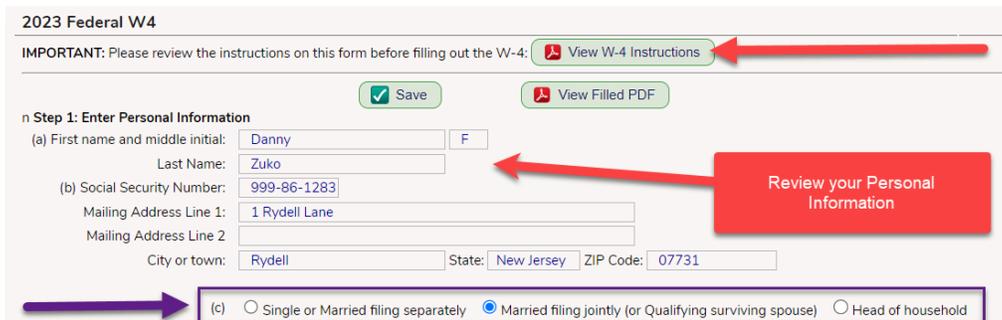
How to Complete a Federal W4 Form in the Employee Portal

Modified on Fri, Mar 24, 2023 at 11:37 AM

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



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.

Sign and Submit W4

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

Step 5: Sign Here

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

 Sign and Submit

