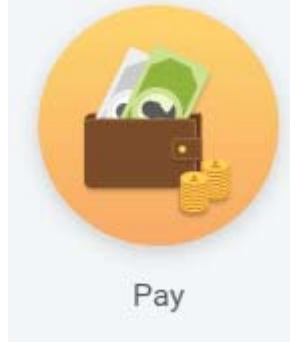


# WORKDAY QUICK GUIDE

## FEDERAL WITHHOLDING ELECTIONS

1. Select the **Pay** worklet.
2. Select **Withholding Elections**.



### Actions

Withholding Elections

3. Existing employees will see their existing federal elections and an **Update** button.
4. To change your federal withholding elections, select **Update**, and on the next page, select **OK**.

Federal Elections

State Elections

Local Elections

Company UW1861 University of Washington

Effective Date 01/01/2017

Lock In Letter

Payroll Withholding Status Single

Number of Allowances 8

Additional Amount 0.00

Exempt

Nonresident Alien

Last Name Differs from SS

Last Updated 04/25/2017 10:58:52.498 AM

Last Updated By (empty)

Update

OK

5. New employees should complete the **W-4 Data** section by filling in federal tax withholding data:

- Select the **Nonresident Alien** check box if you have Nonresident Alien work and tax status.
- If your last name differs from what is shown on your Social Security card, select **Last name differs from SS**.
- **Marital Status**: Select **Single** or **Married**.
- The **Number of Allowances** being claimed should come from the applicable worksheet on the Form W-4 instructions.
- Identify any **Additional Amount** you want withheld from each paycheck.
- If you are claiming tax exempt status, select the **Exempt** check box.
- Select the **Agree** check box to certify that you agree to the legal notice statement and are electronically signing this document.

6. Select **OK**.

W-4 Data

[View Blank Form](#)

Nonresident Alien

If you are a nonresident alien, see Notice 1302, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form. If you need call 1-800-772-1213 for a replacement card.

Last Name Differs from SS

If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card.

Marital Status  Single

If married, but legally separated, or spouse is a nonresident alien, choose "Single".

Number of Allowances

Total number of allowances you are claiming (from the applicable worksheet on the Form W-4 instructions)

Additional Amount

Additional amount, if any, you want withheld from each paycheck

Exempt

I claim exemption from withholding for 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, and  
\* This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.  
If you meet both conditions, click the Exempt box.

LEGAL NOTICE

Your Name and Password are considered as your "Electronic Signature" and will serve as your confirmation of the accuracy of the information being submitted. When you click in the "I Agree" checkbox, you are certifying that:

1. Under penalties of perjury, you declare that you have examined this certificate and to the best of your knowledge and belief, it is true, correct, and complete.
2. You understand that your payroll tax withholding election is a legal and binding transaction.
3. You understand that all submissions are contingent upon acceptance by your Payroll representative.

If you do not wish to use the electronic signature option, please contact your Payroll Department for a paper copy of the form. The form is not valid without a signature.

I Agree



7. The process is now fully complete.

You have submitted Federal Tax Election:



Process Successfully Completed

Link to user guide: [https://isc.uw.edu/user-guides/federal\\_withholding\\_elections/](https://isc.uw.edu/user-guides/federal_withholding_elections/)