# FEDERAL WITHHOLDING ELECTIONS

1. Select the **Pay** worklet.

2. Select **Withholding Elections**.

3. Existing employees will see their existing federal elections and an **Update** button.

   To change your federal withholding elections, select **Update**, and on the next page, select **OK**.
4. New employees should complete the **W-4 Data** section by filling in federal tax withholding data:

- Do not edit the **Nonresident Alien** check box.
- 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.

5. Select **OK**.

The process is now complete.

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