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.

4. To change your federal withholding elections, select **Update**, and on the next page, select **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.**

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/)