

联邦代扣税款选项

1. 选择 **Pay** (工资) 操作区。
2. 选择 **Withholding Elections** (代扣税款选项)。



Pay

Actions

Withholding Elections

3. 员工将看到现有的联邦选项和 **Update** (更新) 按钮。
4. 若要更改联邦代扣税款选项, 选择 **Update**, 再在下一页选择 **OK** (确定)。

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. 新员工应填写联邦代扣税款数据，完成 **W-4 Data (W-4 数据)** 部分：

- 如果有非居民外国人工作和税务身份，则选择 **Nonresident Alien (非居民外国人)** 勾选方框。
- 如果姓氏不同于社会保障卡上所示，则选择 **Last name differs from SS (姓氏不同于社会保障卡)**。
- **Marital Status (婚姻状态)**：选择 **Single (单身)** 或 **Married (已婚)**。
- 要求获得的 **Number of Allowances (补贴数)** 应来自表 W-4 说明中的适用工作表。
- 确定想从每份工资中代扣的任何 **Additional Amount (额外金额)**。
- 如果正要求申请获得免税身份，则选择 **Exempt (豁免)** 勾选方框。
- 选择 **Agree (同意)** 勾选方框，认证同意法律通知声明并将使用电子方式签署此文档。

6. 选择 **OK (确定)**。

The image shows a screenshot of the 'W-4 Data' form. The form includes fields for 'Nonresident Alien', 'Last Name Differs from SS', 'Marital Status' (with 'Single' selected), 'Number of Allowances' (set to 8), 'Additional Amount' (set to 0.00), and 'Exempt'. There is a 'LEGAL NOTICE' section and an 'I Agree' checkbox which is also selected. A large orange 'OK' button is highlighted with a grey border.

7. 该过程已全部完成。



用户指南链接：https://isc.uw.edu/user-guides/federal_withholding_elections/