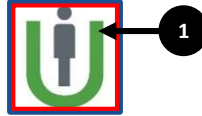


UltiPro: Change W-4 Job Aid

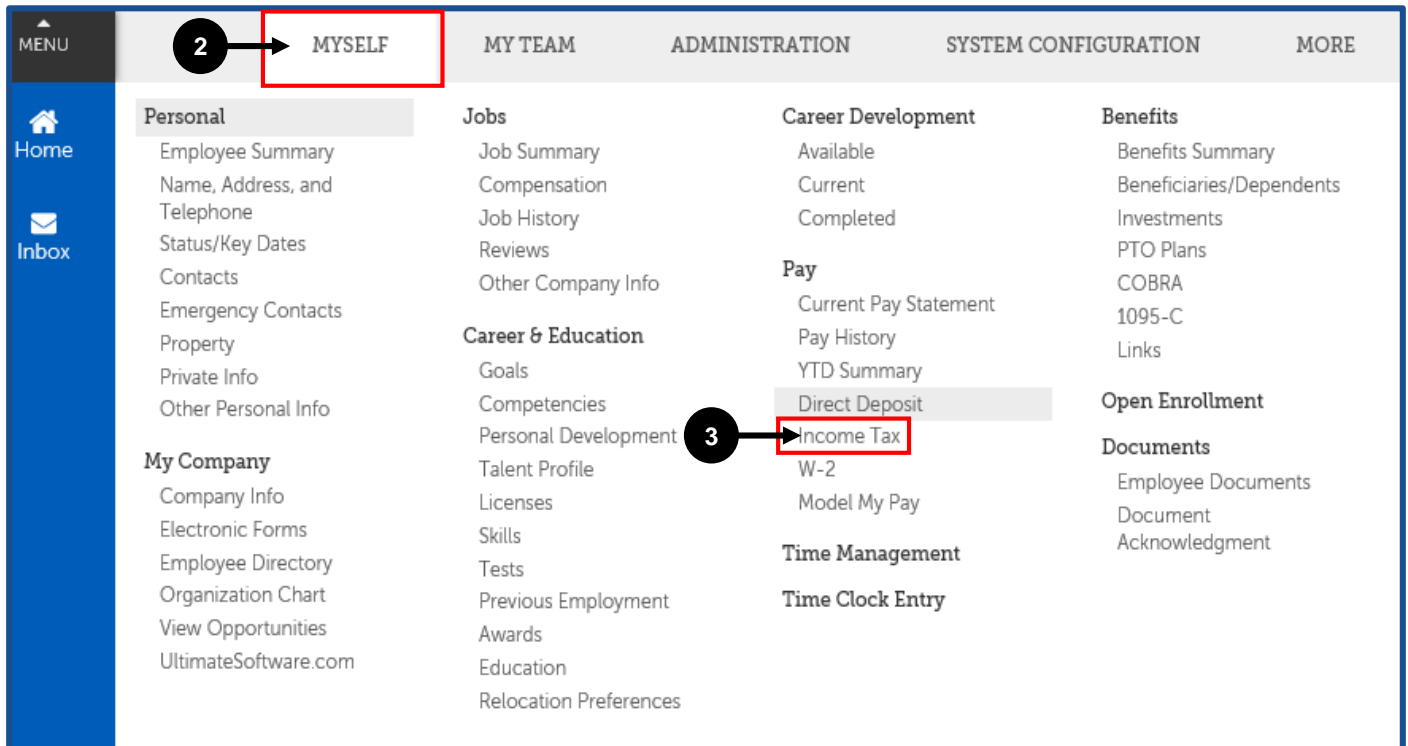
This job aid is intended for NSM employees to utilize when changing W-4 information in UltiPro.

1. Click the UltiPro icon on your desktop.

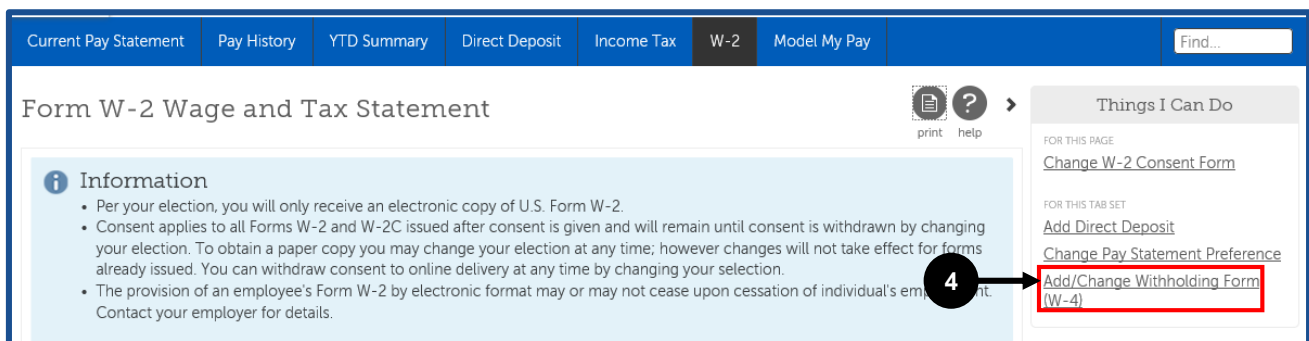


2. Choose **Myself** from the Main Menu.

3. Choose **Income Tax** from the Pay category.



4. Click **Add/Change Withholding Form (W-4)**.



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5. Click **Employee's Withholding Allowance Certificate (W-4)**.

Description	Form
Federal	Employee's Withholding Allowance Certificate (W-4) <ul style="list-style-type: none">Certificado de Exención de Retenciones del Empleado (W-4(SP))Employee's Withholding Allowance Certificate (W-4 (NRA))

***Note:** Fields marked with an astric * are required.

6. Select the appropriate **Filing Status**.

7. Enter the total number of **Allowances**.

8. Click **Next**.

6 → * **Filing Status** *W-4 Box 3*
If married, but legally separated, or spouse is a nonresident alien, select the "Single" option.
 Single
 Married
 Married, but withhold at higher Single rate

7 → * **Allowances** *W-4 Box 5*
See [Full Instructions](#) for details.
Total number of allowances you are claiming.

8 → **next** | cancel help

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9. Click the checkbox to declare that the information is true, correct and complete.
10. Click Sign & Save.

The screenshot shows the 'Withholding - Federal' section of the UltiPro system. The title is 'Federal Tax Form W-4'. Below the title, there is a declaration statement: 'Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.' A red box highlights a checkbox next to this statement, with a callout '9' pointing to it. Below the declaration, there is a green 'Sign & Save' button, with a callout '10' pointing to it. The bottom portion of the screenshot shows a preview of the 'Form W-4 (2018)' document, which includes sections for 'Future developments', 'Purpose', 'Exemption from withholding', 'Filers with multiple jobs or working spouses', 'Specific Instructions', and 'Personal Allowances Worksheet'.