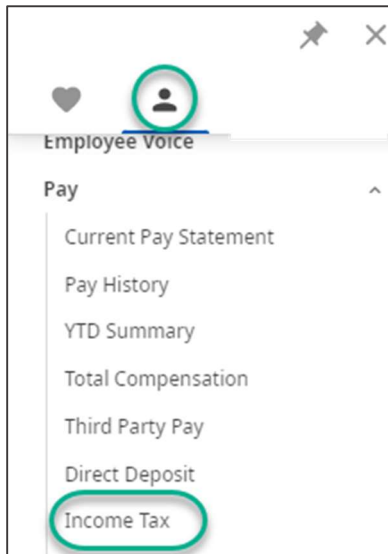


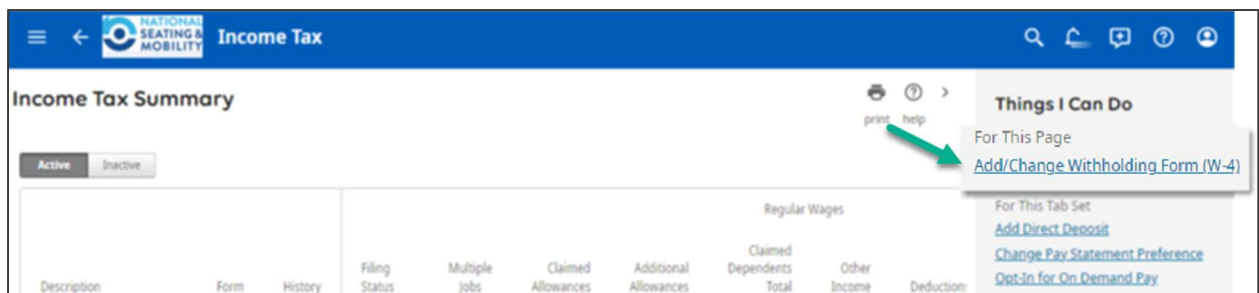


How to Change Your W-4 Information

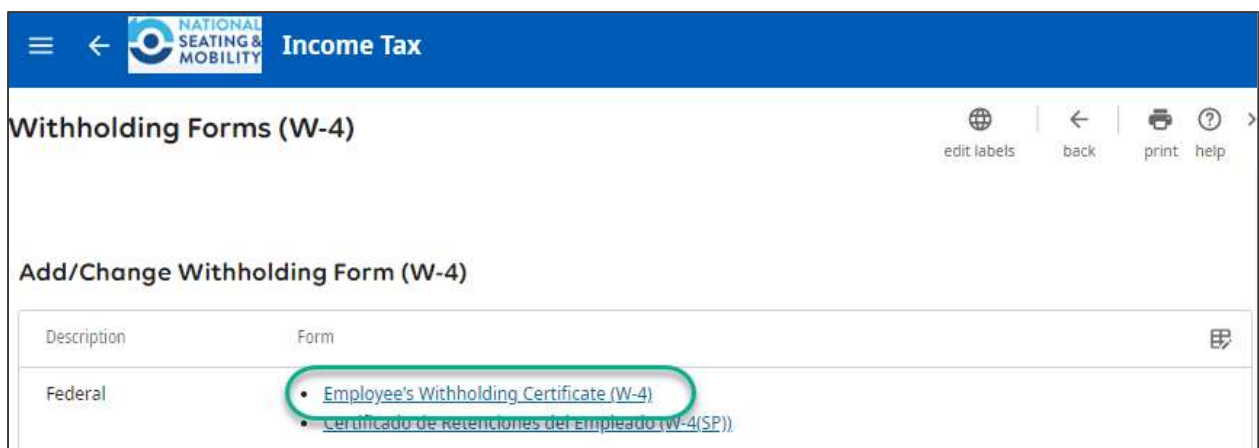
1. Open UKG. Click **Income Tax**, found under **Myself > Pay > Income Tax**.



2. On the right of your screen under **Things I can do** click [Add/Change Withholding Form \(W-4\)](#)



3. Click on Employee's Withholding Allowance Certificate (W-4)





How to Change Your W-4 Information

4. Complete the information. The * are mandatory fields that will have to be completed to save your information. There are full instructions available to the right of the page. Once you have made your choices, click next right above Full instructions.

← NATIONAL SEATING & MOBILITY Income Tax

Withholding - Federal

edit labels next cancel help

Federal Tax Form W-4

* Are your paychecks subject to Federal income tax?

You can only select No if both of the following are true:

- Last year no Federal taxes were withheld from my paycheck

Full Instructions

5. You will then be taken to a screen with the W4 information completed as you filled in.
6. Review the form and check the box to indicate that the information you provided is true, correct, and complete. Click Sign & Save.

← NATIONAL SEATING & MOBILITY Income Tax

Withholding - Federal

edit labels back cancel

Federal Tax Form W-4

☒ 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.

Sign & Save

1 of 4 Automatic Zoom

Form **W-4** Employee's Withholding Certificate

Department of the Treasury Internal Revenue Service

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Give Form W-4 to your employer. Your withholding is subject to review by the IRS.

OMB No. 1545-0074 2021

7. Click **Submit** from the top bar.

Summary

edit labels submit reset cancel print help

Warning: You must select Submit to complete this request.