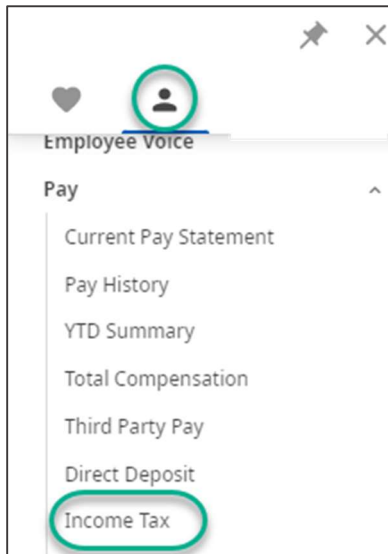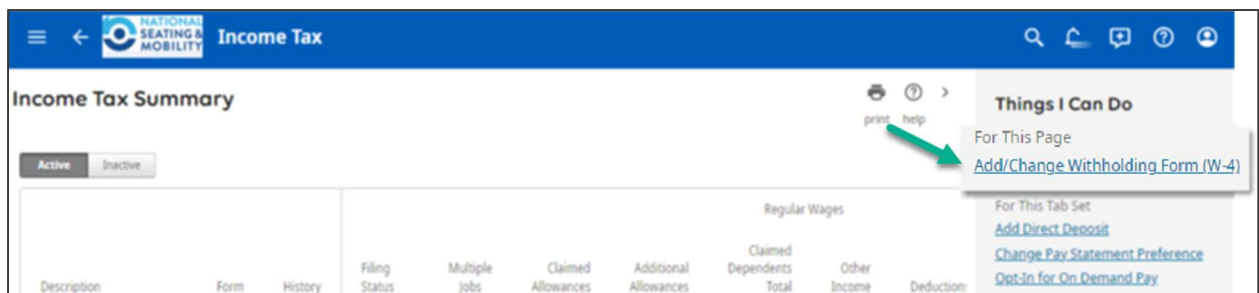# How to Change Your W-4 Information
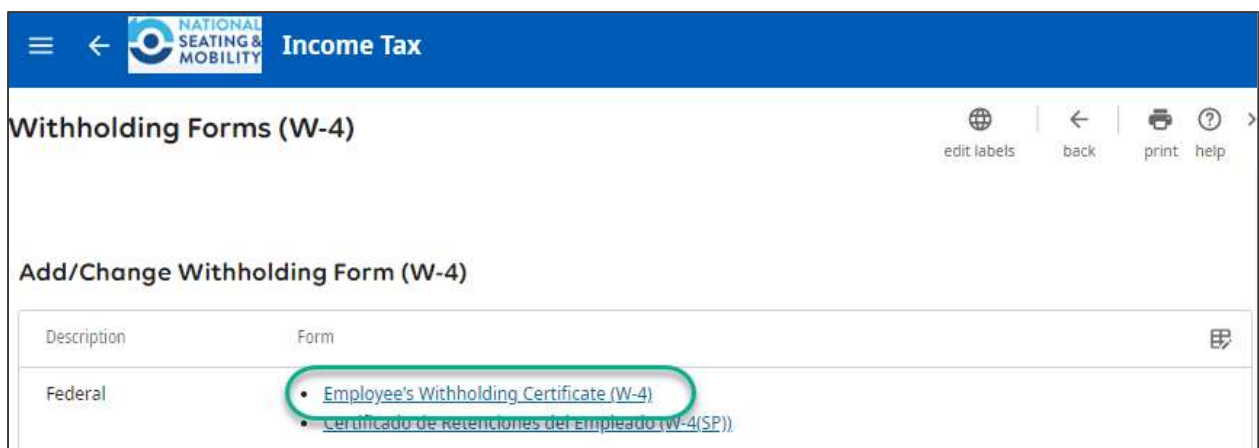
1. Open UKG. Click **Income Tax**, found under **Myself > Pay > Income Tax.**

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)

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.

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.

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