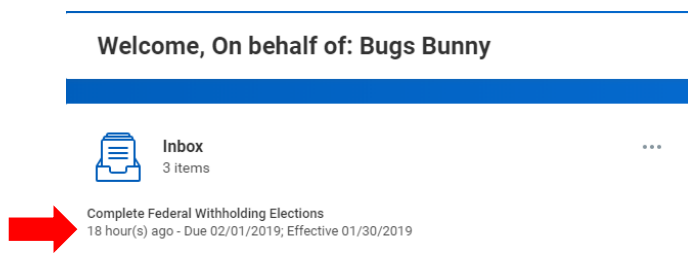**Onboarding Federal Withholding Elections – Job Aid**

From Home Page;

1) Click on **Inbox** icon or card**.**
2) Click on "Complete Federal Withholding Elections" task.

3) The form to be completed will appear on the right-hand side of your screen.

4) In the top section of the form, you are asked to check the boxes **ONLY** if you are a Nonresident Alien **OR** if you Last Name differs from you Social Security Card.

- Additional instructions are available below the box for your reference.
- If neither item applies, **DO NOTHING** in this section.

5) Next, Elect your Marital Status.
   - Click on the drop down on the right-hand side of the block.
   - Make you election by clicking on the circle to the right of the appropriate option.

Marital Status	*	search
		○ Married
Number of Allowances		○ Married but withhold at higher Single rate
		○ Single
Additional Amount		

6) You are given the option to elect your Number of Allowances, Additional Amounts or indicate that you are Exempt.
   - Complete these fields as indicated by the instructions in the block.

Number of Allowances	0
	Total number of allowances you are claiming (from the applicable worksheet on the Form W-4 instructions).
Additional Amount	0.00
	Additional amount, if any, you want withheld from each paycheck
Exempt	☐

I claim exemption from withholding for 2019 and I certify that I meet both of the following conditions for exemption.
* Last year I had a right to a refund of all federal income tax withheld because I had no tax liability and
* This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.
If you meet both conditions, click the Exempt Box.

7) You will need to review the legal notice and indicate your agreement by clicking on the "I Agree" box

LEGAL NOTICE   Your Name and Password are considered as your "Electronic Signature" and will serve as your confirmation of the accuracy of the information being submitted. When you click in the "I Agree" checkbox, you are certifying that:

1. Under penalties of perjury, you declare that you have examined this certificate and to the best of your knowledge and belief, it is true, correct, and complete.
2. You understand that your payroll tax withholding election is a legal and binding transaction.
3. You understand that all submissions are contingent upon acceptance by your Payroll representative.

If you do not wish to use the electronic signature option, please contact your Payroll Department for a paper copy of the form. The form is not valid without a signature.

I Agree   ☐

8) Once all correct information is showing up on your screen, Click **Submit** button at bottom of screen.

Submit   Save for Later   Close