## **Updating Federal Tax Forms**

All employees must login to ADP by visiting <u>https://workforcenow.adp.com</u> and update their federal tax forms.

1. Login to ADP then click MYSELF.

Licking/Knox Goodwill	ME	SSAGES CALENDAR SUPPORT LOG OUT LB LISA BAKER V
HOME RESOURCES MYSELF	MY TEAM REPORTS & ANALYTICS ★	Search Workforce Now:
Company News and Announceme		My Quick Links
News & Events Info & Locations Licking/Knox Goodwill Industries, Inc. 2022 Calendar		PERSONAL PROFILE PAY
My Time Wednesday, Jan 12, 2022, 01:05 PM COCK IV COCK OUT COCK MY TIMECARD	My Time Off Balances as of 01/12/2022	Payment Options Denefits Denefits Policies
		Quick Links Employee Training Resources
Forms	Common Time & Attendance Tasks	Click here to access the training     Then enter the password: Employee!     ADP Employee Welcome Card     How to Add a Direct Deposit     Time & Attendance Learning Resources for

2. Click PAY then TAX WITHOLDINGS

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HOME RESOURCES MYSEL	MY TEAM REPORTS & AN	alytics 🛧	Se	earch Workforce Now:
Company News and Announ	MYSELF		uick Links	
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			POLICIES	
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			Employee Training F	Resources
Forms	Common Tim	e & Attendance Tasks	ADP Workforce N     Click here to a     Then enter the	ow Employee Training ccess the training password: <u>Employee1</u>
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## **Updating Federal Tax Forms**

3. Click START under the federal tax forms.



4. Click the NEXT button to begin.

Federal Tax Withho	olding	
Before You Begin		
	Beginning with 2020, the Federal Withholding Form W-4 is significantly different from prior versions. It's recommended that you download and review the form, instructions, and worksheets prior to completing this process.	
	▲ <u>Download a blank copy of Form W.4</u> After you review the instructions, you can III out your Form W-4 using this convenient tool. Complete the form so that your employer can withhold the correct federal income tax from your pays. The KIS recommends that you complete a new Form W-4 when you personal of intradia situation changes.	
	If you need assistance completing your Form W-4, consult your tax professional.	
CANCEL	NEXT	

5. Important you must verify your address. If this is incorrect, stop what you are doing and contact Human Resources at 740-345-9861. If your information is correct, click NEXT.



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6. Choose your residency status. Most people will select I'M A US CITIZEN OR A RESIDENT ALIEN. After you answer click NEXT.



- 7. Continue to answer all of the required questions until you reach a recap of your answers.
- 8. Confirm the information you entered is correct and click the checkbox to sign the form then click DONE.

	Employee's Withholding Cortificate		
	Employee's Withfolding Certificate		
the entire for	m (scroll, if needed). To confirm that everything is true, correct and complete, check the box below		
I. Then, click	Done.		
	^		
	Employee's Withholding Certificate OMB No. 1545-0074		
	Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.     Sive Form W-4 to your employer.		
Jema Revenue Service	► Your withholding is subject to review by the IRS.		
itep 1:	Fistners and mode inter   Lastnerse   [b] Social security sumber		
inter Iersonal Information	b Date in your name action the indext in your context action to your action of not, to ensure you get could be your acting, contact you the your acting, contact		
	www.sta.gov.		
	and on nonsential pureox only if you relationed and pay more than har to ecosis or keeping up a nome for yourself and a qualifying individual )		
complete Steps	1-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can om withholding, when to use the estimator at www.irs.gov/W4App, and privacy.		
itep 2:	Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse		
fultiple Jobs	also works. The correct amount of withholding depends on income earned from all of these jobs.		
r Spouse Vorks	Lo only one of the following		
	(a) One the elements at www.is.gov/rever.pp for most accorate within stang for this step and steps area, or (b) Use the Multinia John Worksheet on name 3 and enter the result in Sten 4in being for muchly accurate within ideal or (b) Use the Multinia John Worksheet on name 3 and enter the result in Sten 4in being for muchly accurate within ideal or (b) Use the Multinia John Worksheet on name 3 and enter the result in Sten 4in being for muchly accurate within ideal or (b) Use the Multinia John Worksheet on name 3 and enter the result in Sten 4in being for much years and years and years (b) Use the Multinia John Worksheet on name 3 and enter the result in Sten 4in being for much years and years (b) Use the Multinia John Worksheet on name 3 and enter the result in Sten 4in being for much years and years (b) Use the Multinia John Worksheet on name 3 and enter the result in Sten 4in being for much years and years (b) Use the Multinia John Worksheet on name 3 and enter the result in Sten 4in being for much years and years (b) Use the Multinia John Worksheet on name 3 and enter the result in Sten 4in being for much years and years (b) Use the Worksheet on the Sten 4in being for much years and		
	(c) of the manage back indexing page and emitting react in large +(c) show in hoppy scalar with both (c). (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar page otherwise, more tax than necessary may be withheld		
	TIP: To be accurate, submit a 2021 Form W 4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.		
Complete Steps ie most accurate	1-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)		
Step 3:	If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):		
laim Dependents	Multiply the number of qualifying children under age 17 by \$2,000 ► \$		
	Multiply the number of other dependents by \$500		
	Add the amounts above and enter the total here		
ten d	(a) Other income (not from jobs), if you want tax withheld for other income you expect		

