

Use this task to update your Federal withholding in the UCPath Portal.

**Dashboard Navigation:**

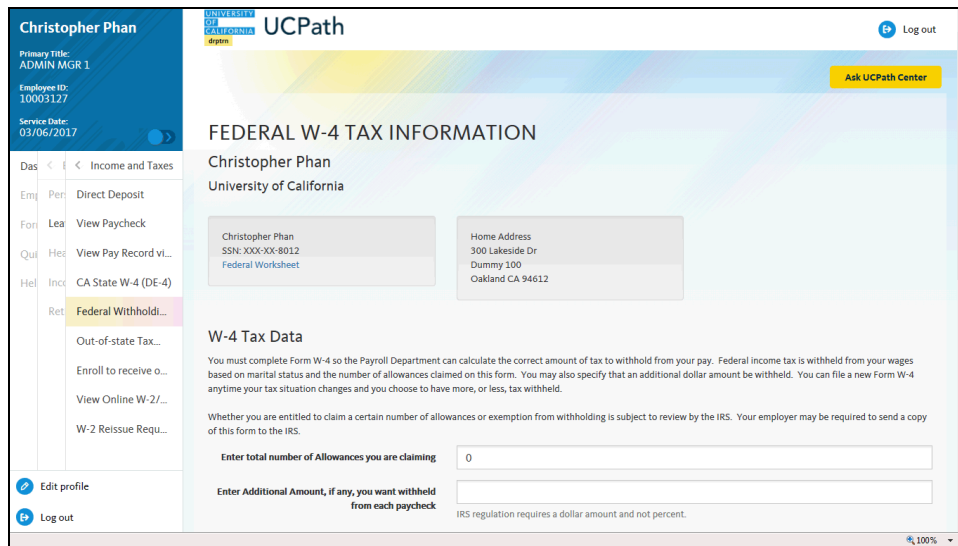
Income and Taxes > **Federal Withholding (W-4)**


or

**Menu Navigation:**

Employee Actions > Income and Taxes > **Federal Withholding (W-4)**

**Note:** This example uses portal images as seen on a computer. Portal images appear differently on a tablet or smartphone, but the steps remain the same.



Step	Action
1.	Use the <b>Federal W-4 Tax Information</b> page to review and update your current withholding information for Federal income tax.  In this example, update your Federal W-4 tax information to married and 2 allowances.
2.	Click in the <b>Enter total number of Allowances you are claiming</b> field.
3.	Delete the current number of allowances.  Click the <b>Delete</b> button.  
4.	Enter the desired information into the <b>Enter total number of Allowances you are claiming</b> field. For this example, enter <b>2</b> .
5.	If you want additional money withheld from each paycheck, enter the dollar amount in the <b>Enter Additional Amount, if any, you want withheld from each paycheck</b> field.

Step	Action
6.	Click the scroll bar.

**Christopher Phan**  
 Primary Title: ADMIN MGR 1  
 Employee ID: 10003127  
 Service Date: 03/06/2017

**W-4 Tax Data**  
 You must complete Form W-4 so the Payroll Department can calculate the correct amount of tax to withhold from your pay. Federal income tax is withheld from your wages based on marital status and the number of allowances claimed on this form. You may also specify that an additional dollar amount be withheld. You can file a new Form W-4 anytime your tax situation changes and you choose to have more, or less, tax withheld.

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

Enter total number of Allowances you are claiming:

Enter Additional Amount, if any, you want withheld from each paycheck:

Indicate Tax Status:

Check here and select Single status if married but withholding at single rate.  
 Note: If married, but legally separated, or spouse is a nonresident alien, select 'Single' status.

Check here if your last name differs from that shown on your social security card.  
 You must call 1-800-772-1213 for a new card.

**Claim Exemption**  
 I claim exemption from withholding for the year  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.
- This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

Check this box if you meet both conditions to claim exempt status.

Step	Action
7.	Select your Federal tax status.  For this example, click the <b>Married</b> button.
8.	Select the first check box if you are married but are withholding at a single rate.
9.	Select the second check box if your last name differs from the name shown on your Social Security card.
10.	Enter or verify the tax year for which you are claiming an exemption.
11.	If you are claiming an exemption, select the last check box on the page.
12.	Click the scroll bar.

Step	Action
13.	Click the <b>Submit</b> button.

Step	Action
14.	A confirmation message indicates that changes may not be reflected on your next paycheck due to the timing of your W-4 changes.  Click the <b>OK</b> button.
15.	You have updated your Federal withholding in the UCPath Portal. <b>End of Procedure.</b>