



# WORKFORCE ONE

Viewing and Modifying My Tax Information



# Viewing and Modifying My Tax Information

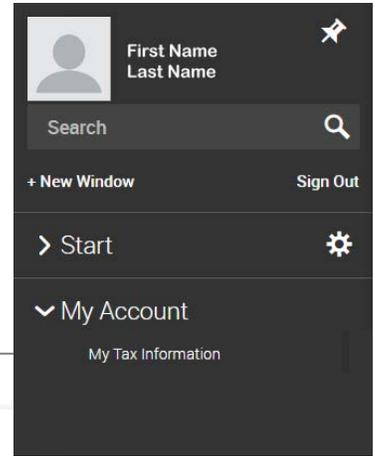
Use the My Tax Information screen to access your federal, state, and local tax information. This job aid describes how to the access and work with the screen.

## Accessing My Tax Information

- 1 Click the **Show Menu** icon
- 2 Navigate to **My Account > My Tax Information**

### Information.

**Note:** Your security profile must be set to allow access.



## ← My Tax Information

### My Tax Information

GENERAL	
Auto Correct:	Yes
Prorate:	Yes
Apply Annual Compensation Limit For 401k To Subject Wages:	Yes
State Reciprocity Override:	Enforce Reciprocity

**General:** Contains rules applied to applicable tax sections. The settings are not specific to each employee.

FEDERAL	
Federal Income Tax	EE Withhold: Yes Filing Status: Married # of Allowances: 2 Additional Withholding: \$0.00
Federal Unemployment Tax	ER Withhold:
OASDI	EE Withhold: Yes ER Withhold: Yes
Additional Medicare	EE Withhold: Yes
Medicare	EE Withhold: Yes ER Withhold: Yes

**Federal:** Contains Federal tax-related information and data from your W-4 form.

STATE	
INDIANA	
Indiana (SIT)	EE Withhold: Non-Residency Statement Filed: No # of Allowances: 0 Additional Withholding: \$0.00 Dependent Exemptions: 0
Indiana Earned Income Tax	EE Withhold: EIC Filing Status: Not Applicable
Indiana Skills Training Assessment	ER Withhold:
ER SUTA Indiana	ER Withhold: Yes

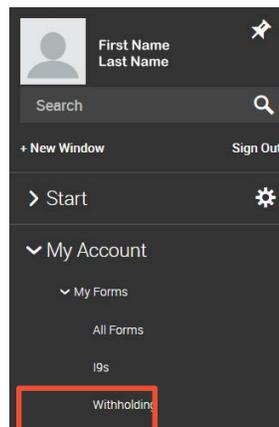
**State:** Contains state-related tax information and data from your stat withholding certificate.

LOCAL	
INDIANA	
Marion County	EE Withhold:

**Local:** Contains local tax information.

## Accessing My Withholding Form

- 1 Select **My Account > My Forms > Withholding > My Withholding Forms**



← My Withholding Forms A [Add New Withholding Form](#)

Withholding Saved: [System] ▼

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	Year	Status	State/Federal	Code	Name	↓ Created	
	2018	New	Federal	W-4	Employee's Withholding Allowance Certificate	11/27/2018 05:11p	
	2018	New	Indiana	WH-4	Employee's Withholding Exemption and County Status Certificate	11/27/2018 05:11p	

B

C

- A Add New Withholding Form:** Click to create a new federal or state withholding form
- B View Withholding Form:** Click to view/edit the form. **Note:** Forms can only be edited prior to submittal.
- C Status:** Indicates the status of the form
- **New:** Form has been created
  - **Employee Completed:** Form has been submitted for approval
  - **Processed:** Form has been approved and changes have been processed

## Modifying your tax withholding forms

- 1 Click **View Withholding Form** to view an existing form or **Add New Withholding Form** to add a form.
- 2 Complete the form fields as needed.
- 3 Click **Save**.
- 4 Click **Submit Withholding Form** to submit the form for approval and processing.
- 5 On the Submit Withholding Form dialog box, enter your password, and click **I Agree**.

### Submit Withholding Form

Please read all information below. Populating required fields and clicking 'I Agree' button below will submit this withholding form to HR department for further verification.

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.

Signature  Your Full Name\*

Password  Please type password you (Max.Blackburn) used for login to confirm

Date