

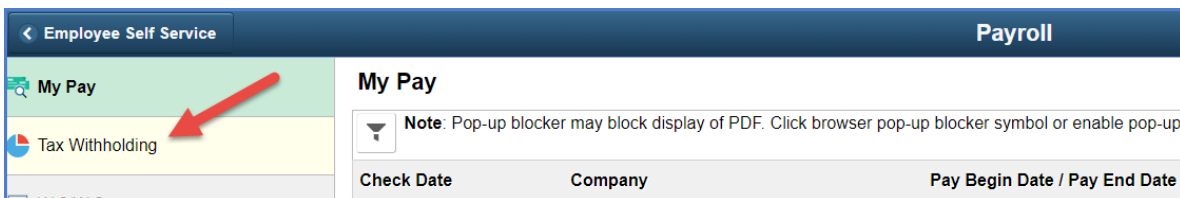
# UPDATING YOUR FEDERAL (W-4) OR STATE TAX FORM

## Submit Your Updated Form through Employee Self-Service

To update your federal or state tax form, log into Employee Self-Service at [www.accessmyhrinfo.com](http://www.accessmyhrinfo.com) and click on the *Payroll* tile. For the best user experience, we suggest using one of the following browsers: Google Chrome, Firefox or Internet Explorer (IE).

**Please Note:** On January 2<sup>nd</sup>, the IRS rolled out a new Form W-4 (federal tax withholding). If you need help completing the form, please consult with your tax advisor or review the free tools and tips offered by the IRS at [IRS Tax Withholding Estimator](#)

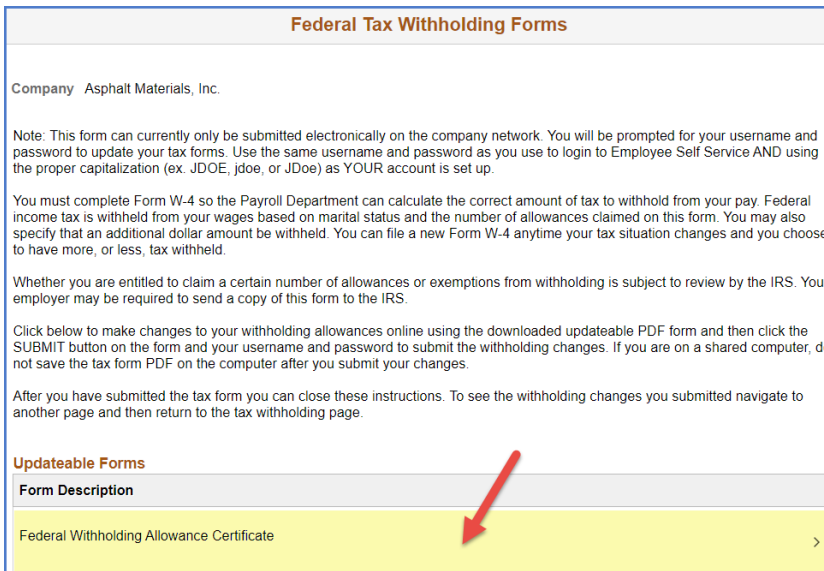
Click on the *Tax Withholding* tab on the left-hand side of the screen:



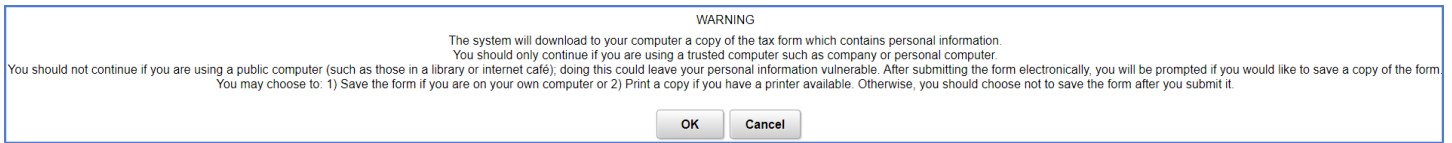
In this example, we'll update the Federal tax form. Click anywhere inside the *Federal* box highlighted in yellow:



Read the instructions and click anywhere inside the yellow box to continue:



Carefully review the warning message. You should only continue if you are using your work computer on the company network. Click *OK* to continue or *Cancel* to exit the process:



The Form W-4 will open as a PDF file. Complete the form and click the *Submit* button (**Submit**) at the bottom, right-hand corner of the page. (If you don't see the green button, see instructions below.)

You will be prompted to enter your User ID and password again. If you receive this message, your changes have been successfully submitted:

***The changes you have made to your Employee Withholding Allowance Certificate have been successfully submitted on 2020-01-15.***

After submitting, you can return to the tax withholding page again to confirm your changes were successfully saved.

### **IF YOU DON'T SEE THE GREEN SUBMIT BUTTON ON PAGE 1 OF THE FORM, PLEASE NOTE:**

If the tax form doesn't open on the screen, but downloads to the lower left-hand corner of your screen, complete the following three (3) steps:

- Click on the arrow next to the file name
- Select "Always open with system viewer"
- Go back and click anywhere inside the yellow box to continue. The form should now open as a PDF file.

