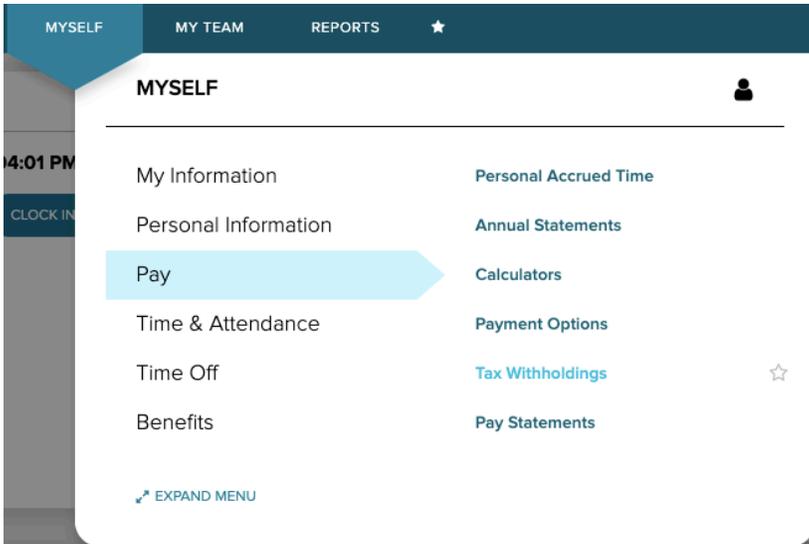


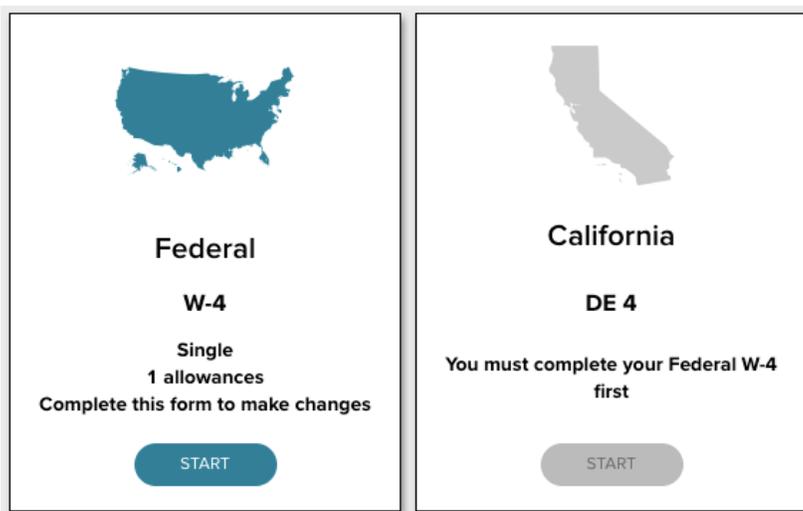
Enter/Update Federal Tax Withholdings

HOW TO GET STARTED

1. Go to <https://workforcenow.adp.com/>.
2. Click **“MYSELF”** in the navigation menu.
3. Navigate to **“Pay,”** then click on **“Tax Withholdings.”**



4. Click **“START”** under Federal.



5. A sidebar will appear. To continue updating your federal withholdings online, click “NEXT.”

Federal Tax Withholding

Before You Begin NEW FORM FOR 2020

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. Submitting this 2020 Form will affect your pay and tax withholdings for **1/1/2020 and after**. Prior to 1/1/2020, to submit a **2019 form** it must be submitted as a paper copy to your Payroll Administrator.



[Download a blank copy of Form W-4](#)

After you review the instructions, you can fill 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 pay. The IRS recommends that you complete a new Form W-4 when your personal or financial situation changes.

If you need assistance completing your Form W-4, consult your tax professional.

CANCEL NEXT

6. Verify your full name, home address, and Social Security number. Click “NEXT” if everything is correct.

Note: Please carefully review this information. If anything is incorrect, contact your payroll rep immediately.

Federal Tax Withholding

[DOWNLOAD BLANK FORM W-4](#)

Is this information correct?

If your name is incorrect, contact your HR Representative to have it fixed before you proceed.

Your first name, middle, and last name
[REDACTED]

Your home address
[REDACTED]

Your Social Security number Reveal
[REDACTED]

⚠ If you click Reveal, use caution to prevent your sensitive information from being viewed by others.

Does your name match the name on your Social Security card? If not, to ensure you get credit for your earnings, contact the SSA at 800-772-1213 or go to www.ssa.gov

CANCEL PREVIOUS NEXT

7. Continue through the questions as they appear below, selecting the response that applies to you, and clicking “NEXT” when each is complete.

Federal Tax Withholding [DOWNLOAD BLANK FORM W-4](#)

Are you a non-resident alien?

You are considered a non-resident alien if you are not a US citizen and do not meet either the [green card test](#) or the [substantial presence test](#) for the calendar year (January 1 - December 31).

I'm a non-resident alien.

I'm a US citizen or a resident alien.

Federal Tax Withholding [DOWNLOAD BLANK FORM W-4](#)

What is your filing/marital status?

Single or Married filing separately

Married filing jointly (or Qualifying widow(er))

Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual)

Federal Tax Withholding [DOWNLOAD BLANK FORM W-4](#)

Are you tax exempt?

Refer to the General Instructions of [Form W-4 Employee's Withholding Certificate](#)

I claim exemption from withholding for the current year, and I certify that I meet **both** of the conditions for exemption:

- For last year, I had **no** federal income tax liability
- For this year, I expect to have **no** federal income tax liability.

I do not claim exemption from withholding

8. If the following apply to you, calculate your withholding and claim dependents, then enter and click “NEXT.”

Federal Tax Withholding

[DOWNLOAD BLANK FORM W-4](#)

Multiple Jobs or Spouse Works

Do **only one** of the following to calculate your withholding:

- Use the estimator at www.irs.gov/w4app for the most accurate withholding, or
- Use the Multiple Jobs [Worksheet](#) here and enter the result into Extra Withholding line; or
- If there are only two jobs, select this Multiple Jobs checkbox to use the optional higher withholding table

Claim Dependents

Complete this section for only one job in the household if (1) you have multiple jobs and (2) your income will be \$200,000 or less (\$400,000 or less if married filing jointly).

Your withholding will be most accurate if you complete this for the highest paying job

Number of qualifying children under age 17

Number of other dependents

Total dependent amount

9. If the other adjustments apply to you, enter below and click “NEXT.”

Federal Tax Withholding

[DOWNLOAD BLANK FORM W-4](#)

Other Adjustments

Complete this section for only one job in the household.
Your withholding will be most accurate if you complete Other Income and Deductions for the highest paying job.

Other Income

If you want tax withheld from other income you expect this year that won't have withholding, enter the amount of the other income here. This may include interest, dividends, and retirement income. You should not include income from any jobs.

Deductions

If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet and enter the result here.

Extra Withholding

Enter any additional tax you want withheld each pay period

10. Review all the information as it appears on the W-4. If everything is correct, review the statement below and check the box.

Federal Tax Withholding [DOWNLOAD BLANK FORM W-4](#)

Your Form W-4, Employee's Withholding Certificate

Review the entire form (scroll, if needed). To confirm that everything is true, correct and complete, check the box below the form. Then, click Done.

Form W-4 **Employee's Withholding Certificate** CMB No. 1545-0074

Department of the Treasury Internal Revenue Service **2020**

▶ Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. ▶ Give Form W-4 to your employer. ▶ Your withholding is subject to review by the IRS.

Step 1: Enter Personal Information

(a) First name and middle initial	Last name	(b) Social security number
_____	_____	_____
Address		* Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov .
City or town, state, and ZIP code		
(c) <input checked="" type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly (or Qualifying widow(er)) <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the online estimator, and privacy.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs. Do only one of the following.

(a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4); or
(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or
(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 pay; otherwise, more tax than necessary may be withheld ▶

TIP: To be accurate, submit a 2020 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 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents	If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):	
	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	3 \$
Step 4	(a) Other income (not from jobs). If you want tax withheld for other income you expect	

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.

I agree under penalty of perjury to the declaration above and understand that this form is not valid until I have provided my electronic signature by acknowledging and clicking Done.

[PRINT COMPLETED FORM](#)

11. Once you have clicked both statement boxes, the "DONE" button will illuminate, allowing you to complete the process. Once you click "DONE," you will be taken to the Tax Withholdings screen where you will see your new withholding setup.

To update your State Withholdings, we highly advise that you visit the tax form section of our Candidate Information website at www.creativecircle.com/candidateinfo/#tax-forms-section to download a copy of your state form instead of updating through ADP. Once you have completed the necessary state form, email it to the Payroll Department at payroll@creativecircle.com for processing.