

View Your Withholding Forms

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You typically submit at least one tax withholding form each for state and federal to HR during your onboarding, such as a 1099, W2, or W4. Those forms are stored here, and the tax deductions from them are calculated into your paycheck. If enabled, you can add new forms and submit them to HR.

START HERE

1. To see your withholding forms, click **Forms>Withholding** under **My Info>My Pay** on the Main Menu.

1. To see the form(s) you submitted, click the pen icon next to it.

OR

2. To add a new form (if available), click **ADD NEW**.

The screenshot displays the 'würk' system interface. On the left, a navigation menu under 'MY INFO' includes 'My Information', 'My Time', 'My Schedule', 'My Benefits', 'My HR', 'My Learning', 'My Pay', 'Pay History', 'Forms', 'W2', 'Withholding', 'Direct Deposits', 'Tax Information', and 'Benefit Statement'. The 'Withholding' section is active, showing a table with the following data:

Year	Status	State/Federal	Code
2019	New	Colorado	W-4
2019	Employee Completed	Colorado	W-4

Annotations in the image include: 'See the form you submitted' pointing to a pen icon next to the 2019 Employee Completed form; 'Fill out a new form' pointing to the 'ADD NEW' button; and another 'Fill out a new form' pointing to an '+ Add' button in the 'Add New Withholding' modal. The modal lists available forms:

- Colorado (1): Employee's Withholding Allowance Certificate (W-4) [+ Add]
- Federal (1): Employee's Withholding Allowance Certificate (W-4) [+ Add]
- Indiana (1): Employee's Withholding Exemption and County Status Certificate (WH-4) [+ Add]

2. Once you choose from the list of available withholding forms you can add, this launches a blank copy of the form. The form has fields you can fill out and **SUBMIT** online to HR.

3. Fill out the fields and click **SUBMIT WITHHOLDING FORM** (example shown below).

würk

SAVE for later, DOWNLOAD PDF for printing and signing, or SUBMIT to HR.

← Federal: W-4

SAVE DOWNLOAD PDF SUBMIT WITHHOLDING FORM

Employee: Status: New

Separate here and give Form W-4 to your employer. Keep the worksheet(s) for your records.

Form **W-4** **Employee's Withholding Allowance Certificate** OMB No. 1545-0074
 Department of the Treasury **2019**
 Internal Revenue Service

1 Your first name and middle initial Last name
 Test Employee

2 Your social security number
 999-99-9990

3 Single Married Married, but withhold at higher Single rate.
 Note: If married filing separately, check "Married, but withhold at higher Single rate."

4 If your last name differs from that shown on your social security card, check here. You must call 800-772-1213 for a replacement card.

5 Total number of allowances you're claiming (from the applicable worksheet on the following pages) 5 0
 6 Additional amount, if any, you want withheld from each paycheck 6 5 0

7 I claim exemption from withholding for 2019, 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, and
 • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.
 If you meet both conditions, write "Exempt" here 7

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.

Employee's signature
 (This form is not valid unless you sign it.)

8 Employer's name and address (Employer: Complete boxes 8 and 10 if sending to IRS and complete boxes 8, 9, and 10 if sending to State Directory of New Hires.)
 9 First date of employment
 10 Employer identification number (EIN)

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income includes all of your wages and other income, including income earned by a spouse if you are filing a joint return.
 Line G. Other credits. You may be able to don't complete this worksheet, you might have too little tax withheld. If so, you will owe tax when you file your tax return and might be subject to a penalty.
 and 10 to comply with the new hire reporting requirement for a newly hired employee. A newly hired employee is an employee who hasn't previously been

Fields you can fill out are shaded blue

4. A window will pop up to enter your password. This will serve as your signature on the form.
 5. Click the **I AGREE** button to complete the submission. The form will then appear in your list of forms.
- You cannot edit submitted forms, you must add a new one.