### Change W-4 Withholding Elections

You can easily edit your W-4 withholding elections in Workday by following the steps below:

1. Click the Pay application on your Home page.
2. Click **Withholding Elections**.
3. Click the **Update** button in the Federal, State, or Local Elections tab to edit elections.

#### Federal Elections

<table>
<thead>
<tr>
<th>Company</th>
<th>Mayor and City Council of Baltimore</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date</td>
<td>12/31/2019</td>
</tr>
<tr>
<td>Lock In Letter</td>
<td></td>
</tr>
<tr>
<td>Payroll Withholding Status</td>
<td>Single</td>
</tr>
<tr>
<td>Number of Allowances</td>
<td>5</td>
</tr>
<tr>
<td>Additional Amount</td>
<td>0.00</td>
</tr>
<tr>
<td>Exempt</td>
<td></td>
</tr>
<tr>
<td>Nonresident Alien</td>
<td></td>
</tr>
<tr>
<td>Last Name Differs from SS</td>
<td></td>
</tr>
<tr>
<td>Last Updated</td>
<td>10/02/2020 10:25:58.028 AM</td>
</tr>
<tr>
<td>Last Updated By</td>
<td>(empty)</td>
</tr>
</tbody>
</table>

4. City of Baltimore and Effective Date auto-populate. Click **OK** to continue.
5. Modify the information using the available prompts. Be sure to complete all required fields. Red asterisks indicate required fields.
6. Select the I Agree checkbox.

7. Click OK to complete the update. Once you complete the process, the final screen will allow you to view or print.

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**W-4 Data**

**View Blank Form**

**Step 1:**

**Marital Status**

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 estimator at www.irs.gov/W4App, 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);

(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 the box above. 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 2021 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 total income will be $200,000 or less ($400,000 or less if married filing jointly):

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**STILL HAVE QUESTIONS ABOUT WORKDAY**

For additional support and questions about Workday please contact your agency HR Practitioner.