

## To Update Your Form W-4:

---

1. Login to [SSO - Workday](#)
2. Click on **Menu** in the upper left corner and choose [Pay](#) from the list.
3. Click on **Withholding Elections**
4. You will then see your current tax elections for Federal, State, etc.
5. Choose the tab for whichever elections you wish to update (Federal, State, Local)
6. Click **Update** at the bottom of that section to make changes.
7. If you are updating your Federal Elections, the next screen will be [Complete Federal Elections](#). If you are updating either State or Local Elections, the next screen will be [Complete State or Local Elections](#).
8. Read the instructions before making any selections, and then click **OK** to proceed to the next step.
9. You can now make any necessary changes to your W-4 Data, as well as enter any Extra Withholding, should you wish to do so. You also have the option to view a blank W-4 form for additional instructions and guidance.
10. You must check the **I Agree** box at the bottom of the page before clicking OK.
11. Click **OK** to save.
12. Contact our Payroll office to confirm your changes at 361-593-4604.