

Submitting and Viewing Your W4

Last Modified on 03/14/2022 11:05 pm EDT

The IRS W4 form was updated in 2020. For more information, see [Updated W4 Forms](#). You do not have to fill out the new form if you already have one on file with your employer, nor do you have to fill out a new form every year. However, if you want to adjust your withholdings at your existing job, you may need to fill out the new W4. Additionally, be aware that some states also require separate state W4 forms.

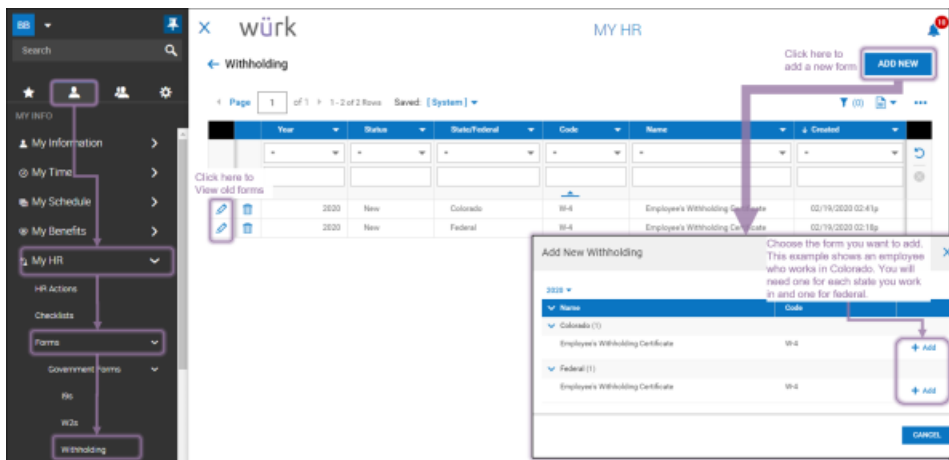
START HERE

1. When you need to submit a new W4 (for example, when prompted in your [My ToDos](#)), you can click through from the To Do item, or from the Main Menu, click **My Info>My HR>Forms>Government Forms>Withholding**.

If you have not been prompted in the system to provide a W4 and do not see options to complete this form electronically in Wurk, your company may require you to print out a paper form and hand it to your HR department. These forms are available [here](#).

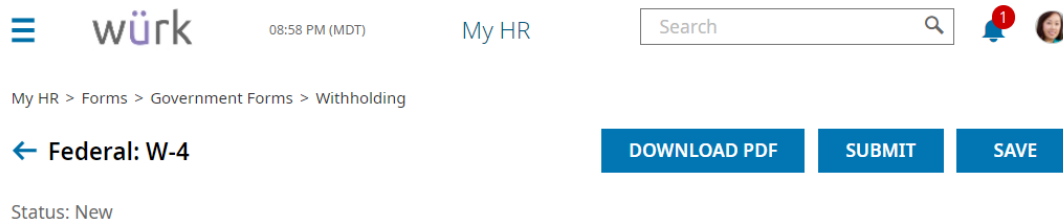
The screenshot displays the Wurk system interface. On the left, a 'My To Do Items' list shows several tasks, including 'Submit Withholding Form W-4 Colorado 2020' and 'Approve/Reject Timesheet'. The selected task is expanded to show a 'Submit Withholding Form' detail view. This view includes fields for 'Manager 1' (Lauren Dubois), 'Department' (Retail/Out Tending), 'Tax Location' (Colorado/Location 1), 'Created' (Feb 19, 2020, 2:41 pm), 'Code' (W4), 'Year' (2020), 'State/Federal' (Colorado), 'Name' (Employee's Withholding Certificate), and 'Status' (New). A 'START' button is visible at the bottom right of the detail view.

OR



Submitted forms cannot be edited. To make a change, a new one must be added.

2. Complete the form.



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

Department of the Treasury Internal Revenue Service

2022

► 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: Cathy [Last name: Jones]

(b) Social security number: 123-55-1986

Address: 455 Sherman
City or town, state, and ZIP code: Denver CO 80203

(c) 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.)

► 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.

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); 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

For guidance, see Understanding the W4 Form. Also, we recommend that you contact your HR department or research online, for example, see this [IRS guide](#) to the Form W-4, and these [tips](#).

3. When you complete and submit the form, a window will pop up for you to enter your password. This will serve as your signature on the form.

Submit Withholding Form ✕

 Please type your (David Zeamer) password to confirm.

Password*

Please read all information below. Populating required fields and clicking 'I Agree' button below will submit this withholding form to HR department for further verification.

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.

4. Click the **I AGREE** button to complete the submission.

Your HR department will be automatically notified of your form submission and the ToDo item will be complete.