

# View and Update Your Federal Tax Withholding (Form W-4) in Employee Access®

Using ADP® Employee Access®, you can view and update your Federal W-4 withholding information online. Your employer will be notified if you make any changes.

## Starting Point: Pay > Tax Withholding tile

- 1 To view a summary of your current tax withholding info, click **Federal**.
- 2 Click **Edit Withholding**.

**Tax Withholding**

**Federal**

**Filing Status**  
Married filing jointly

**Total Credit Amount**  
\$2,000.00

**Other Income Amount**  
\$0.00

**Deduction Amount**  
\$0.00

**Additional Withholding Amount**  
\$0.00

[EDIT WITHHOLDING](#)

If you don't see the Edit Withholding button, speak with your employer.

- 3 Review the intro page. To help you get the most accurate withholding information, click **IRS Tax Withholding Estimator**.
- 4 At the bottom of the screen, click **Let's Begin**.

Federal Tax Withholding (W-4)

0%

Track your progress

Cancel changes and close

### Hi Lexy, ready to set up your income tax withholding?

Answer a few questions about yourself to let your employer know how much to withhold for your federal income tax. When you're done, we'll submit it to your employer. You'll have the opportunity to print or download a copy for your records.

The IRS has created the IRS Tax Withholding Estimator to help you get the most accurate withholding information. This is a great tool for people with more complicated tax situations. Once you've completed your calculation, you can come back to this experience to file your form. Note that you cannot use the estimator if you're a nonresident alien.

[IRS TAX WITHHOLDING ESTIMATOR](#)

If you don't complete this form, your employer is required to withhold income tax at the highest default status

[LET'S BEGIN >](#)

- 5 Verify your personal information. To review hidden info, click **Show**.

For your security, you must contact your employer if you need to change your Social Security number or date of birth.

Federal Tax Withholding (W-4)

10%

**First, let's verify your personal information**

Full Name  
Lexy Elerby

Social Security Number  
xxx-xx-xxxx [Show](#)

Home Address  
56 Elm Street  
Roseland, NJ 07068  
US

Date of Birth  
xxxx [Show](#)

**Does your name match the name on your social security card?**  
If not, to ensure you get credit for your earnings, contact the Social Security Administration at 800-772-1213 or go to [www.ssa.gov](http://www.ssa.gov).

**i** If something doesn't look right, please contact your HR or payroll representative

[PREVIOUS](#) [NEXT](#)

If you need to change your legal address, close the window and then click your image and select **Profile**. On the Personal Info tile, click **View**.

- 6 When you're ready to continue, click **Next**.

## What information do I need?

Next, we'll step you through the questions from the Federal W-4 form.

You'll need to have the following information available, from your Federal W-4 form. Help is provided along the way in case there's anything you aren't sure about.

- Are you a Nonresident Alien?
- What filing status do you want to use?
- Do you claim exemption from federal income tax withholding?
- Does your spouse work more than one job or does your spouse work?
- Will you and your spouse's combined income be \$400,000 or less?
- Want to make any other adjustments?

If at any point you want to cancel without submitting your changes, click the X in the upper-right corner of the window.

## Review and Sign

You'll have a chance to review everything you entered and provide your electronic signature, and then the form is submitted to your employer.

**Notifications:** When your personal information is changed in Employee Access, you and your employer will both get an email confirmation.

If you get an email confirming that changes were made and you didn't make them, speak to your employer immediately.