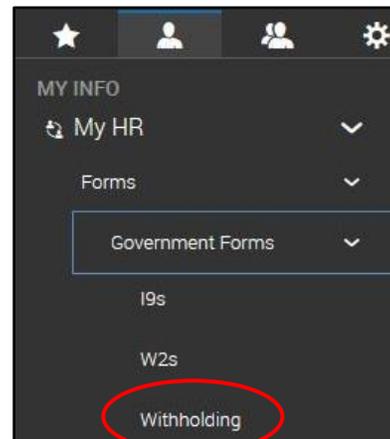


PaycoHCM Tips and Tricks: Submitting Withholding Forms

Requesting changes to your Federal and State withholding is simple and secure when you use PaycoHCM. Just login and follow these steps:

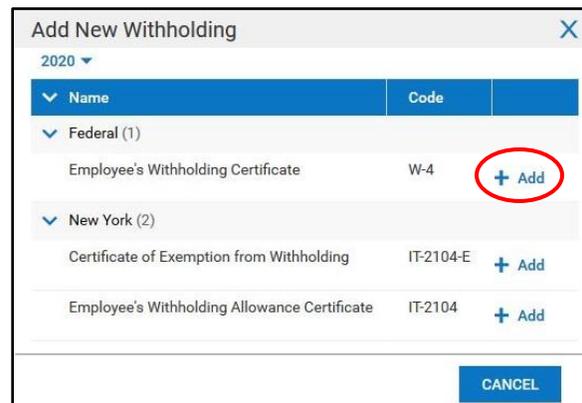
1. From the *My Info* navigation menu , select:
My HR > Forms > Government Forms > Withholding.



2. This will bring you to a withholding form screen. Select **ADD NEW** at the top right of the screen.



3. Click on the **ADD** button next to the type of form you wish to submit. (*Options may vary based on your work State.*)



4. The personal information section of the form will be filled in automatically. Complete the remainder of the form according to the instructions. There are a few things to note when completing the new 2020 W4:

a. Under Section 3, the value in line 3 is calculated by the system based on the two values on the left. Do not enter information directly into line 3.

A screenshot of the W-4 form, Section 3. It shows two input fields on the left: the first contains '\$ 2,000' and the second contains '\$ 500'. To the right of these fields is a box labeled '3' containing '\$ 2,500'. The text 'filing jointly)' is visible at the top left of the section.

b. To select a status of **Exempt** or **Non-Resident Alien**, click on the drop-down under line 4c and make the appropriate selection.

A screenshot of the W-4 form, line 4(c). It shows a dropdown menu with two options: 'Exempt' and 'Nonresident Alien'. The dropdown is currently open, showing the selected option.

5. Use the buttons at the top right to save, download, and submit the form. Please note that, until you click **SUBMIT WITHHOLDING FORM**, the changes will not be submitted.

A row of three blue buttons with white text: 'SAVE', 'DOWNLOAD PDF', and 'SUBMIT WITHHOLDING FORM'.