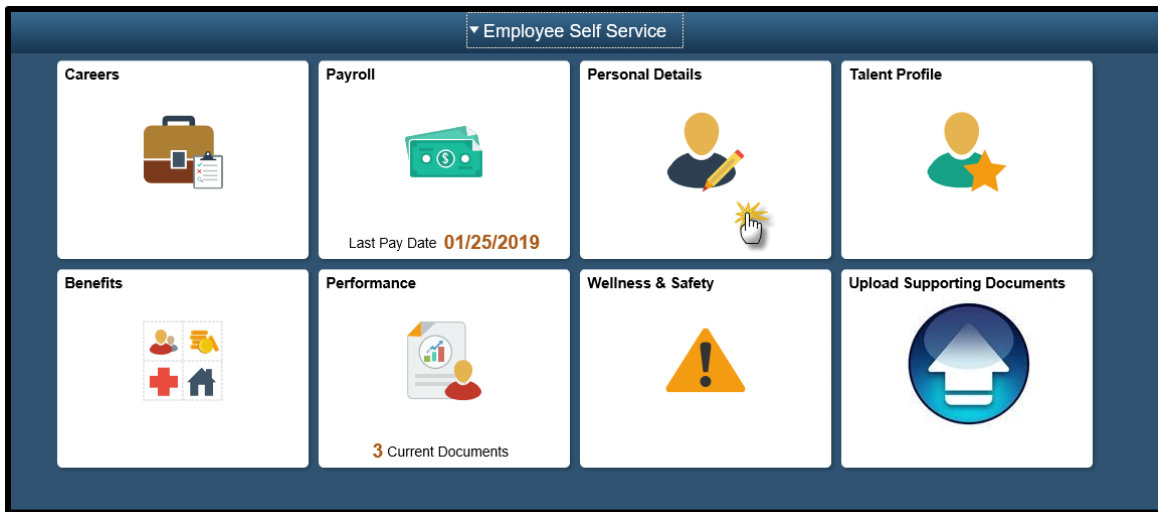
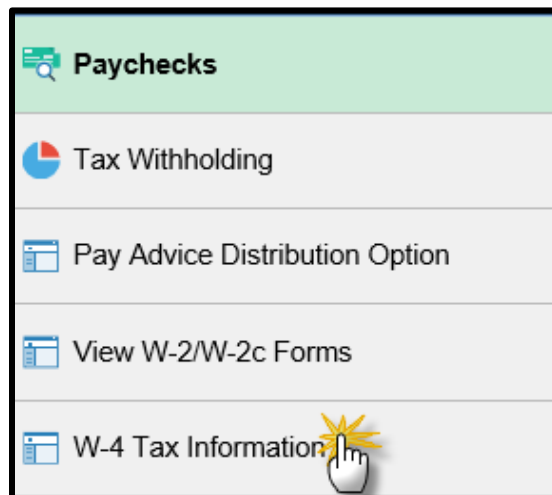


## How to Update W4 Federal Tax Information in PeopleSoft

1. After successfully logging into **PeopleSoft**, click on the **“Person Profile”** tile on your homepage.



2. On the left navigation, click on W-4 Tax Information.



3. Update information and click on "Submit".

### W-4 Tax Information

JANE SMITH Social Security Number 123-45-6789  
NYC Health & Hospitals

You must complete Form W-4 so the Payroll Department can calculate the correct amount of tax to withhold from your pay. Federal income tax is withheld from your wages based on marital status and the number of allowances claimed on this form. You may also specify that an additional dollar amount be withheld. You can file a new Form W-4 anytime your tax situation changes and you choose to have more, or less, tax withheld.

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

**Home Address**

10 BEACON LANE  
NEW YORK NY 10001

**W-4 Tax Data**

Enter total number of Allowances you are claiming

Enter Additional Amount, if any, you want withheld from each paycheck

Indicate Tax Status       Single       Married

If married filing separately, check here and select Single status for "Married, but withhold at higher Single rate."

Check here if your last name differs from that shown on your social security card. You must call 1-800-772-1213 for a new card.


**Claim Exemption**

I claim exemption from withholding for the year  and I certify that I meet BOTH of the following conditions for exemption

- Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability.
- This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

Check this box if you meet both conditions to claim exempt status.

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. Enter password to confirm identity and click on continue.



**Verify Identity**

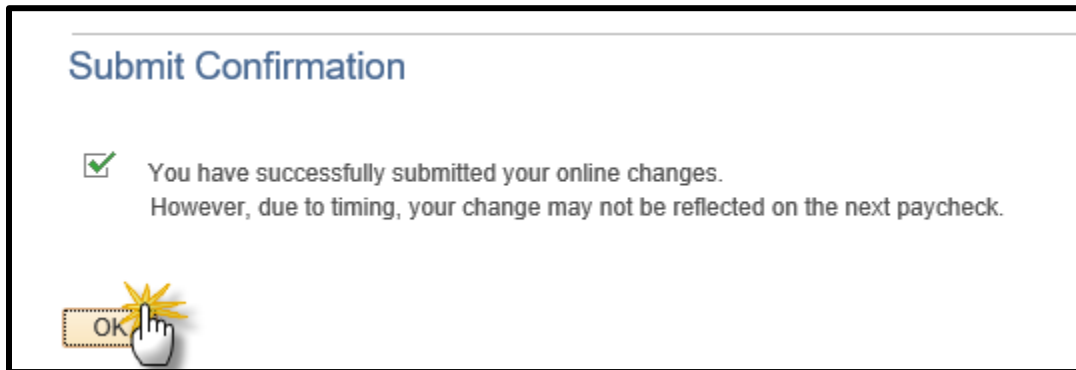
To protect your privacy, verify your identity by typing your password. If you are not this user, click Cancel.

User ID: SMITHJ

Password:

A red arrow points to the password input field, and a hand cursor is positioned over the Continue button.

***You have successfully updated your W4 Tax updates!***



**Submit Confirmation**

You have successfully submitted your online changes.  
However, due to timing, your change may not be reflected on the next paycheck.

A hand cursor is positioned over the OK button.