

SELECT AND UPDATE WITHHOLDING ELECTIONS

You can easily edit your W-4 withholding elections in Workday by following the steps below:

1. Click the Pay application on your Home page. 
2. Click **Withholding Elections**.
3. Click the **Update** button in the Federal, State, or Local Elections tab to edit elections.

[Federal Elections](#) [State Elections](#) [Local Elections](#) [Tax Allocations](#)

Company [Mayor and City Council of Baltimore](#)

Effective Date 12/31/2019

Lock In Letter

Payroll Withholding Status Single

Number of Allowances 5

Additional Amount 0.00

Exempt

Nonresident Alien

Last Name Differs from SS

Last Updated 10/02/2020 10:25:58.028 AM

Last Updated By (empty)

4. City of Baltimore and Effective Date auto-populate. Click **OK** to continue.
5. Modify the information using the available prompts. Be sure to complete all required fields. Red asterisks indicate required fields.

- 6. Select the **I Agree** checkbox.
- 7. Click **OK** to complete the update. Once you complete the process, the final screen will allow you to view or print.

W-4 Data

[View Blank Form](#)

Step 1:

Marital Status *

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 the box above. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld.

TIP: To be accurate, submit a 2021 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

Step 3:

Claim Dependents

If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Number of Qualifying Children Under Age 17

[OK](#) [Cancel](#)

STILL HAVE QUESTIONS ABOUT WORKDAY

For additional support and questions about Workday please contact your agency HR Practitioner.

