UPDATING YOUR W-4 TAX FORM
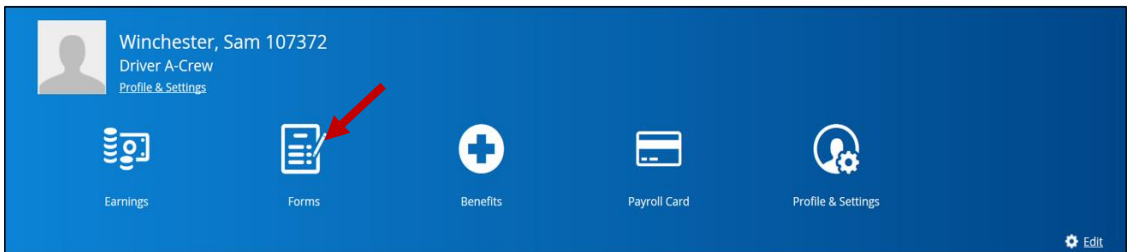
To update your W-4 Tax Form login to the DayForce website.
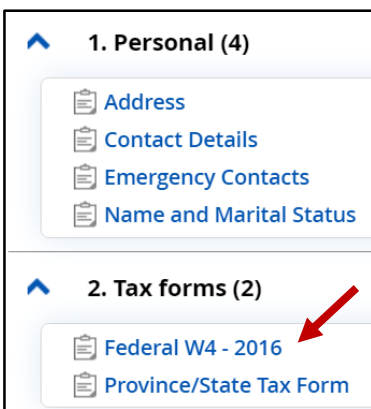
1. Login to your personal file.

2. You will be directed to your Home page. Click on Forms.

3. From the Available Forms page, select Federal W4).

4. The Form W-4 screen will appear and allow you to make changes to the information. Be sure to use the scroll bar on the far right of the screen to scroll up and down to access all information. Once you have completed it, click on Submit. Your information is now saved.

Separate here and give Form W-4 to your employer. Keep the top part for your records. ----------

Form W-4
Department of the Treasury
Internal Revenue Service

Employee's Withholding Allowance Certificate

▶ 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.

OMB No. 1545-0074

20**16**

1 Your first name and middle initial	Last name	2 Your social security number
Sam M	Winchester	483177372

Home address (number and street or rural route)

123 Mister Way

City or town, state, and ZIP code

Marion, IA, 52302

3 ☑ Single ☐ Married ☐ Married, but withhold at higher Single rate.
Note: If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.

4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ▶ ☐

5 Total number of allowances you are claiming (from line **H** above **or** from the applicable worksheet on page 2) **5**

6 Additional amount, if any, you want withheld from each paycheck . . . . **6** $

7 I claim exemption from withholding for 2016, 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, **and**
• This year I expect a refund of **all** federal income tax withheld because I expect to have **no** tax liability.
If you meet both conditions, write "Exempt" here . . . . ▶ **7**

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.

Employee's signature
(This form is not valid unless you sign it.) ▶

Date ▶ 12/07/2016

8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.) | 9 Office code (optional) | 10 Employer identification number (EIN)

For Privacy Act and Paperwork Reduction Act Notice, see page 2. Cat. No. 10220Q Form **W-4** (2016)

Deductions and Adjustments Worksheet

Note: Use this worksheet *only* if you plan to itemize deductions or claim certain credits or adjustments to income.

1 Enter an estimate of your 2016 itemized deductions. These include qualifying home mortgage interest, charitable contributions, state and local taxes, medical expenses in excess of 10% (7.5% if either you or your spouse was born before January 2, 1952) of your income, and miscellaneous deductions. For 2016, you may have to reduce your itemized deductions if your income is over $311,300 and you are married filing jointly or are a qualifying widow(er); $285,350 if you are head of household; $259,400 if you are single and not head of household or a qualifying widow(er); or $155,650 if you are married filing separately. See Pub. 505 for details . . . **1** $

2 Enter: { $12,600 if married filing jointly or qualifying widow(er)
$9,300 if head of household
$6,300 if single or married filing separately } . . . . **2** $

3 **Subtract** line 2 from line 1. If zero or less, enter "-0-" . . . . **3** $ 0

4 Enter an estimate of your 2016 adjustments to income and any additional standard deduction (see Pub. 505) **4** $

5 **Add** lines 3 and 4 and enter the total. (Include any amount for credits from the *Converting Credits to Withholding Allowances for 2016 Form W-4* worksheet in Pub. 505.) . . . . **5** $ 0

6 Enter an estimate of your 2016 nonwage income (such as dividends or interest) . . . . **6** $

7 **Subtract** line 6 from line 5. If zero or less, enter "-0-" . . . . **7** $ 0

8 **Divide** the amount on line 7 by $4,050 and enter the result here. Drop any fraction **8** 0

9 Enter the number from the **Personal Allowances Worksheet**, line H, page 1 . . . . **9** 0

10 **Add** lines 8 and 9 and enter the total here. If you plan to use the **Two-Earners/Multiple Jobs Worksheet**, also enter this total on line 1 below. Otherwise, **stop here** and enter this total on Form W-4, line 5, page 1 **10** 0

Two-Earners/Multiple Jobs Worksheet (See *Two earners or multiple jobs* on page 1.)

Note: Use this worksheet *only* if the instructions under line H on page 1 direct you here.

1 Enter the number from line H, page 1 (or from line 10 above if you used the **Deductions and Adjustments Worksheet**) **1**

2 Find the number in **Table 1** below that applies to the **LOWEST** paying job and enter it here. **However,** if you are married filing jointly and wages from the highest paying job are $65,000 or less, do not enter more than "3" **2**

3 If line 1 is **more than or equal to** line 2, subtract line 2 from line 1. Enter the result here (if zero, enter "-0-") and on Form W-4, line 5, page 1. **Do not** use the rest of this worksheet **3** 0

Note: If line 1 is **less than** line 2, enter "-0-" on Form W-4, line 5, page 1. Complete lines 4 through 9 below to figure the additional withholding amount necessary to avoid a year-end tax bill.

4 Enter the number from line 2 of this worksheet **4** 0

[💾 Save Draft] [✔ Submit] [Cancel] [🖨 Print]

5. Once you click on Submit, your information will be updated in the system.