## View Your Withholding Forms

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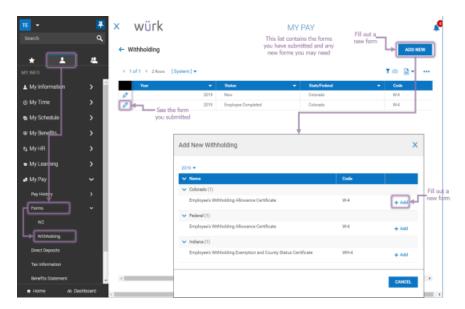
You typically submit at least one tax withholding form each for state and federal to HR during your onboarding, such as a 1099, W2, or W4. Those forms are stored here, and the tax deductions from them are calculated into your paycheck. If enabled, you can add new forms and submit them to HR.

## START HERE

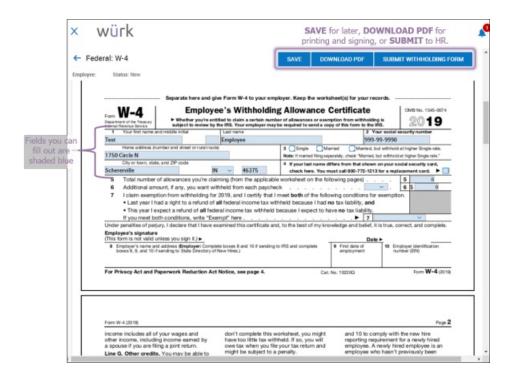
- 1. To see your withholding forms, click Forms>Withholding under My Info>My Pay on the Main Menu.
  - 1. To see the form(s) you submitted, click the pen icon next to it.

OR

2. To add a new form (if available), click ADD NEW.



- **2**. Once you choose from the list of available withholding forms you can add, this launches a blank copy of the form. The form has fields you can fill out and **SUBMIT** online to HR.
- 3. Fill out the fields and click **SUBMIT WITHHOLDING FORM** (example shown below).



- **4**. A window will pop up to enter your password. This will serve as your signature on the form.
- 5. Click the I AGREE button to complete the submission. The form will then appear in your list of forms.

You cannot edit submitted forms, you must add a new one.