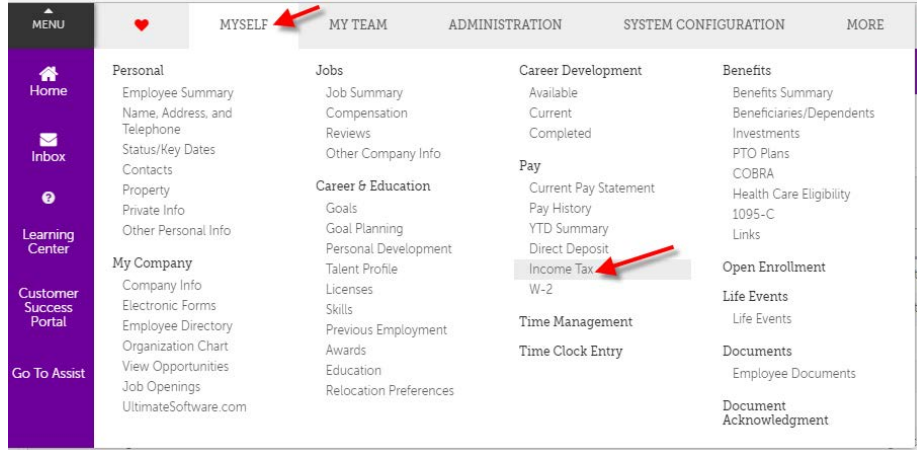
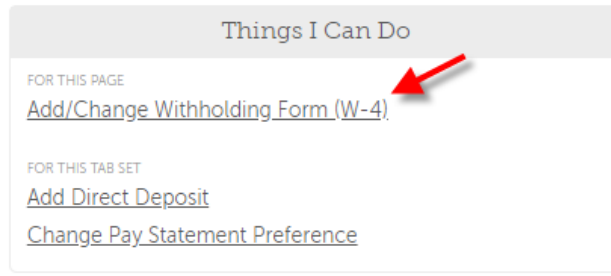


How to Update Income Tax Information in UltiPro

1. From your homepage in UltiPro, click the “Myself” tab at the top and then click “Income Tax” under “Pay”



2. Once you are on the “Income Tax Summary” page, over to the right under “Things I Can Do” click on “Add/Change Withholding Form (W-4)”



3. Click on the document under “Form” that you would like to change

Withholding Forms (W-4)

Add/Change Withholding Form (W-4)

| Description | Form |
|-------------|---|
| Federal | <ul style="list-style-type: none">• Employee's Withholding Allowance Certificate (W-4)• Certificado de Exención de Retenciones del Empleado (W-4(SP))• Employee's Withholding Allowance Certificate (W-4 (NRA)) |
| Kentucky | Kentucky (K-4) |

4. Complete the appropriate information on the page and select Next.

Withholding - Federal

Federal Tax Form W-4

Filing Status *W-4 Box 3*
If married, but legally separated, or spouse is a nonresident alien, select the "Single" option.

Single
 Married
 Married, but withhold at higher Single rate

Last Name *W-4 Box 4*
 Your last name differs from that shown on your Social Security card.

Allowances *W-4 Box 5*
See [Full Instructions](#) for details.
Total number of allowances you are claiming:

Additional Withholdings *W-4 Box 6*
Additional amount, if any, to be withheld from each paycheck.
\$

Exemption from Taxes *W-4 Box 7*
 I claim exemption from withholding. 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.

edit labels | next | cancel | help

5. Review the updated form. When you are satisfied with the changes, flag the check box and select Sign & Save.

Withholding - Federal

Federal Tax Form W-4

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.

Sign & Save

Page: 1 of 4 Automatic Zoom

Form W-4 (2018)
Future developments. For the latest information about any future developments related to Form W-4, such as legislation enacted after it was published, go to www.irs.gov/FormW4.
Purpose. Complete Form W-4 so that your

using this calculator if you have a more complicated tax situation, such as if you have a working spouse, more than one job, or a large amount of nonwage income outside of your job. After your Form W-4 takes effect, you can also use this calculator to see how the amount of tax you're having withheld compares to your

Specific Instructions
Personal Allowances Worksheet
Complete this worksheet on page 3 first to determine the number of withholding allowances to claim.
Line C. Head of household please note:
Generally, you can claim head of