How to Update Tax Withholdings in ADP

- 1. Log into ADP Workforce Now.
- 2. Go to Myself \rightarrow Pay \rightarrow Tax Withholdings from the navigation menu at the top of the page.

HOME RESOURCES	MYSELF PEOPLE	PROCESS REPORTS	SETUP 🕇	Search Workforce Now:						
My Information	Personal Information	Pay	Time & Attendance	Time Off						
Profile	Dependents & Beneficiaries	Annual Statements	My Timecard	Request Time Off						
Ponofits		Payment Options	Actual vs Scheduled	Time Off Balances						
Benefits		Tax Withholdings	My Schedule	List Of Requests						
Enrollments		Pay Statements	Attendance							
Documents										
COLLAPSE MENU										

3. You will have the option to update your Federal W-4 and State M-4 tax withholdings.

НОМЕ	RESOURCES	MYSELF	PEOPLE	PROCESS	REPORTS	SETUP	*	Search W	lorkforce Now:	Q
Tax Wit	thholdings 🛛 🗸	*							Add to Fave	orites ☆
8	ast Name, First N ob Title : Home Department :	lame 📎					Tax ID (SSN) XXX-XX-XXXX	Position ID Y8Z00000	00. 🗮	
	Federal		Massa	ochusetts						
Comp	W-4	changes	You must comple	M-4 ete your Federal V first	₩-4					

4. Click "Start" and follow the prompts to update your tax withholdings. Once you have completed the forms, you may download a copy of your tax forms for your records.