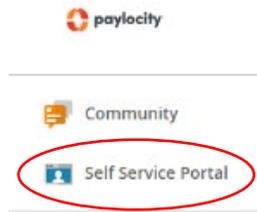
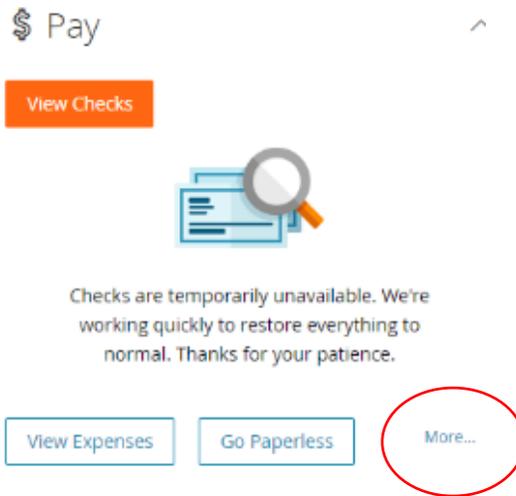


How to View/Change Tax Information in Paylocity

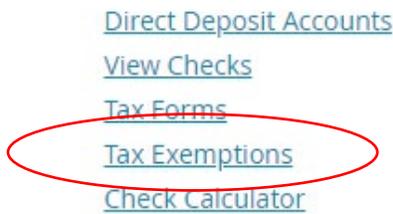
1. Log in to Paylocity and navigate to the **Self Service Portal** from the main menu.



2. Locate the **\$ Pay** heading. Select **More...** from the bottom right.



3. Select **Tax Exemptions** from the menu. This will show existing information for Federal Income Tax and State and Local Taxes being withdrawn.



4. Here you can click the blue link to view and edit either Federal (**FITW-Federal Income Tax**) or your state specific tax.

Taxes

Personal Work **Payroll Setup** Pay Time Off

Rates **Taxes** Earnings Deductions Direct Deposit Labor Allocation

Federal Income Tax (FITW)

| Tax | Filing Status | Dependents | Other income | Deductions | Type | Amount | Percentage | Pre-Filled W-4 |
|---|---------------|------------|--------------|------------|---------|---------|------------|----------------------|
| FITW - Federal Income Tax | Married | \$2,500.00 | \$0.00 | \$0.00 | Default | Default | Default | View |

State and Local Taxes

| <input checked="" type="checkbox"/> | Tax Code | Filing Status | Exemptions 1 | Exemptions 2 | Type | Amount | Percentage |
|-------------------------------------|-----------------------------------|---------------|--------------|--------------|---------|---------|------------|
| <input type="checkbox"/> | GA - Georgia SITW | MJ2 | 1 | 0 | Default | Default | Default |

5. Selecting either link will allow you to edit **Filing Status**, **Dependents**, or **Extra Withholding**. Amounts for **Dependents**, **Other Income**, and **Deductions** can be found on the previous screen by clicking on **View** under **Pre-Filled W-4**.

W-4 Tax Form [Blank Federal W-4 Form](#)

- Filing Status
- Multiple Jobs or Spouse Works (Line 2c)
- Dependents (Line 3)
- Other Income (Line 4a)
- Deductions (Line 4b)
- Extra Withholding (Line 4c)

Amount

Percentage

6. If you have made any changes, select **Save**. If not, you can select **Cancel**.

Federal Tax Details

Tax Code

FITW - Federal Income Tax

Notes

Use the fields on this page to tell your employer how much to withhold from your pay for Federal Income Taxes.

With "2019 or Prior" selected at the top of the page, the fields listed match up with the 2019 and prior Form W-4. With "2020 or later" selected, the fields listed will match up with the current Form W-4.

Once you switch to the current Form W-4, you will not be able to go back to the 2019 and prior form,

Save

Save & Return

Cancel