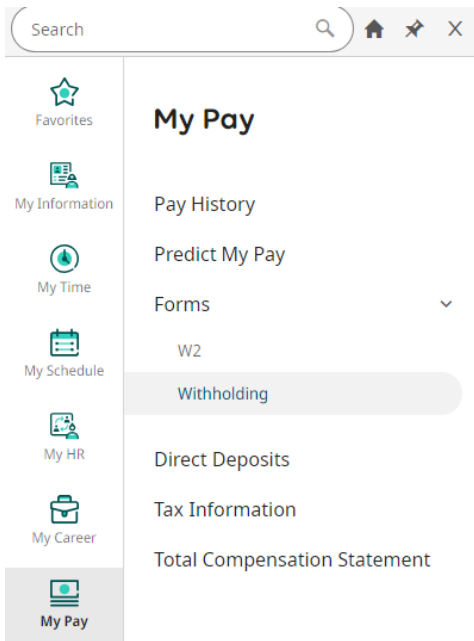


## Update Tax Withholdings in UKG

1.



2. There are two tax withholding forms, State and Federal.

Click Add New in the upper right corner:

**Add New**

Click +Add to the right of the withholding form you want to change:

**Add New Withholding**

×

2024 ▼

▼ Name	Code	
▼ Federal (1)		
Employee's Withholding Certificate	W-4	+ Add
▼ Minnesota (1)		
Minnesota Employee Withholding Allowance Exemption Certificate	W-4MN	+ Add

**Federal:** Click a filing status in Section (C), Review and complete Step 2, 3, and 4, and select one option in the bottom of step for.

Click Review and then click Sign and Submit.

**State:** Check marital status on the right of the top section. Complete section 1 to populate your allowances in #1 at the bottom of Section 1. Section 2 is for exemptions. Enter your phone number in the bottom right of section2. Click Submit in the upper right corner.