Here are the instructions on how to update your tax withholding:

➢ Click the “pay” app on your home dashboard (top right corner). If you don’t have “Pay” listed as one of your four Your Top Apps, click the View All Apps link at the bottom

➢ When you click this, you should be brought to a page with two columns of options, you want to click "Withholding Elections" on the left side column.

➢ From here, you will be brought to a screen that shows your home address, your SSN X’d out, and four tabs "Federal Elections", State Elections", "Local Elections", and "Tax Allocations"

➢ At the bottom of each page is an “Update” button that will allow you to update your elections. You would only have Federal and State elections, unless your resident state has local taxes because Massachusetts does not have any local taxes.

➢ The effective date will default to today’s date, as tax changes are not applied retroactively.

➢ Complete the form by checking the “I Agree” box at the bottom and clicking “OK”

➢ Contact payroll if you have any questions or concerns. (payroll@wpi.edu)