

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

Your Top Apps



My Team



My Onboarding



Favorites



My Team Onboarding Status

 [View All Apps](#)

- 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.

Actions

Withholding Elections

View

Payslips

- 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"

Legal Notice

Your Name and Password are considered as your "Electronic Signature" and will serve as your confirmation of the accuracy of the information being submitted. When you click in the "I Agree" checkbox, you are certifying that:

1. Under penalties of perjury, you declare that you have examined this certificate and to the best of your knowledge and belief, it is true, correct, and complete.
2. You understand that your payroll tax withholding election is a legal and binding transaction.
3. You understand that all submissions are contingent upon acceptance by your Payroll representative.

If you do not wish to use the electronic signature option, print a paper copy of the form.
The form is not valid without a signature.

I CERTIFY that the number of withholding exemptions claimed on this certificate does not exceed the number to which I am entitled. If claiming complete exemption from withholding, I certify that I incurred no liability for Wisconsin income tax for last year and that I anticipate that I will incur no liability for Wisconsin income tax for this year.

I Agree



OK

Cancel

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