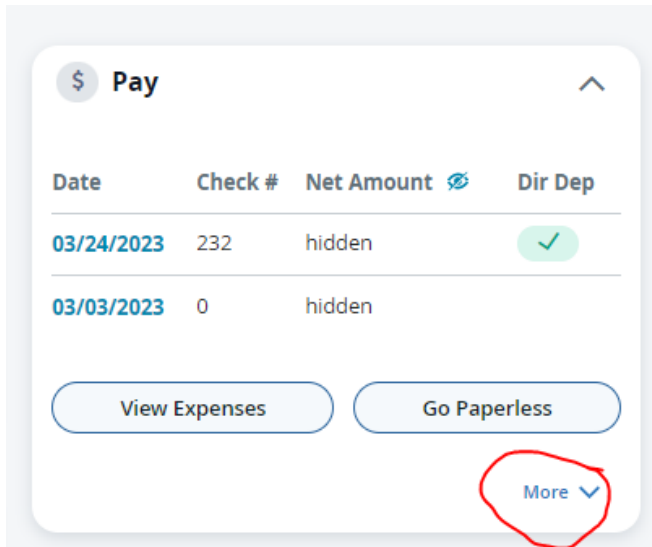


How to update your W4 in Paylocity

i

- 1) Login to Paylocity
- 2) Go to "Pay: Section and click on "More"



- 3) Select "View/Edit Tax Setup"
- 4) Click on the tax you want to change
FITW- Federal
CO-Colorado SITW- Colorado

Federal Income Tax (FITW)

Tax
FITW - Federal Income Tax

State and Local Taxes

<input checked="" type="checkbox"/>	Tax Code
<input type="checkbox"/>	CO - Colorado SITW
<input type="checkbox"/>	CO-DEN1 - Denver, CO

- 5) Once you make the appropriate changes, click on save.

Please note: If you're wanting to make the change effective in the current month's payroll, please make the change at least one week before the end of the month, or it will take effect in the following pay period.