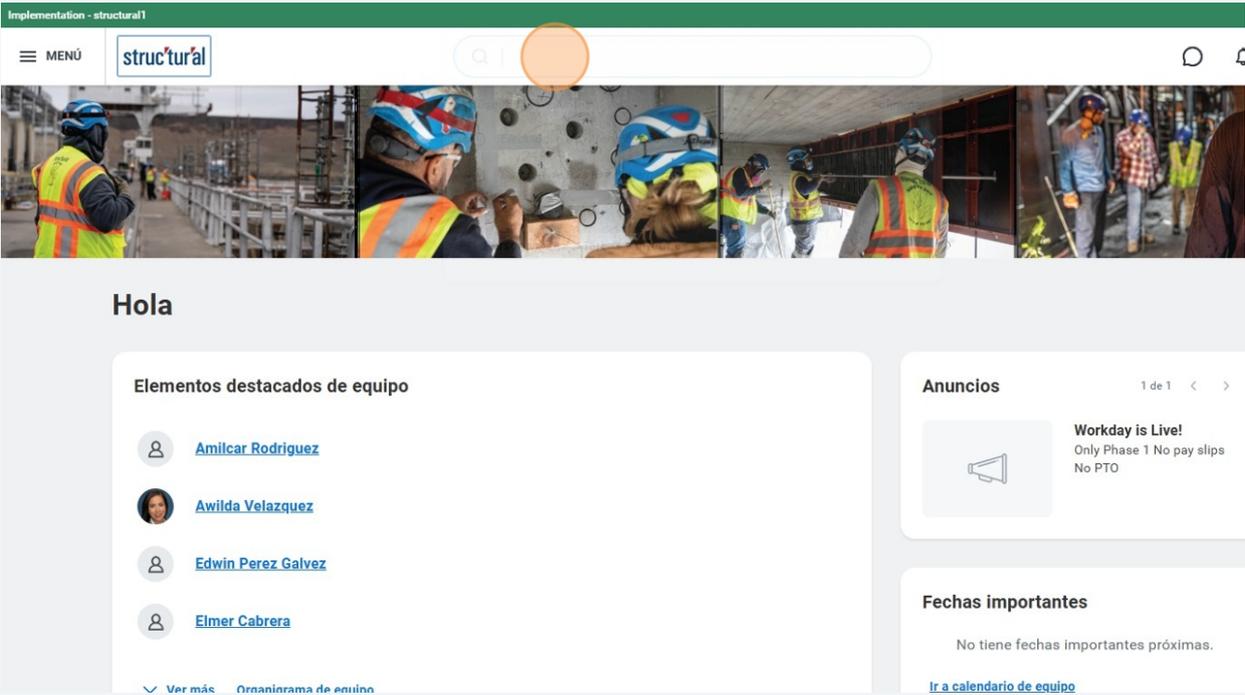


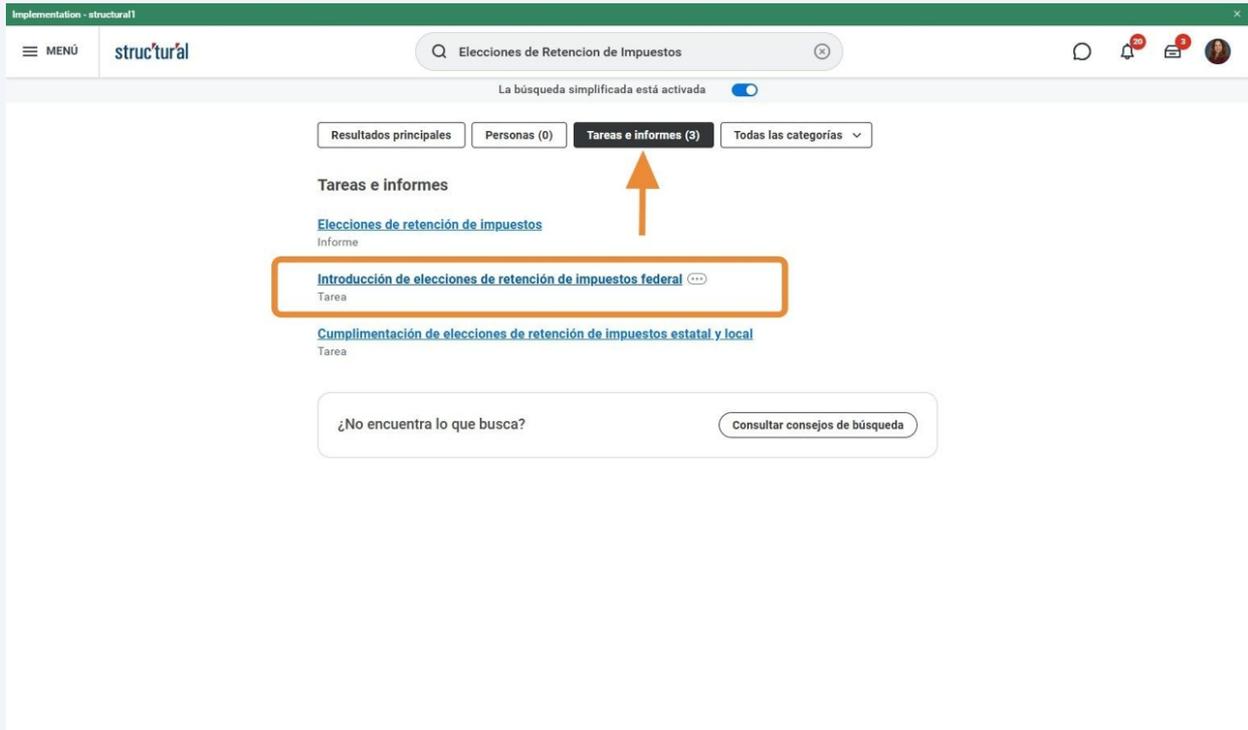
Cambie su elección de impuestos federales (Change your federal tax election)

1 Desde cualquier página de Workday, haga clicken el campo "Buscar"



2

En la barra de búsqueda, escriba "Completar elecciones de retención federal" para actualizar su formulario W4

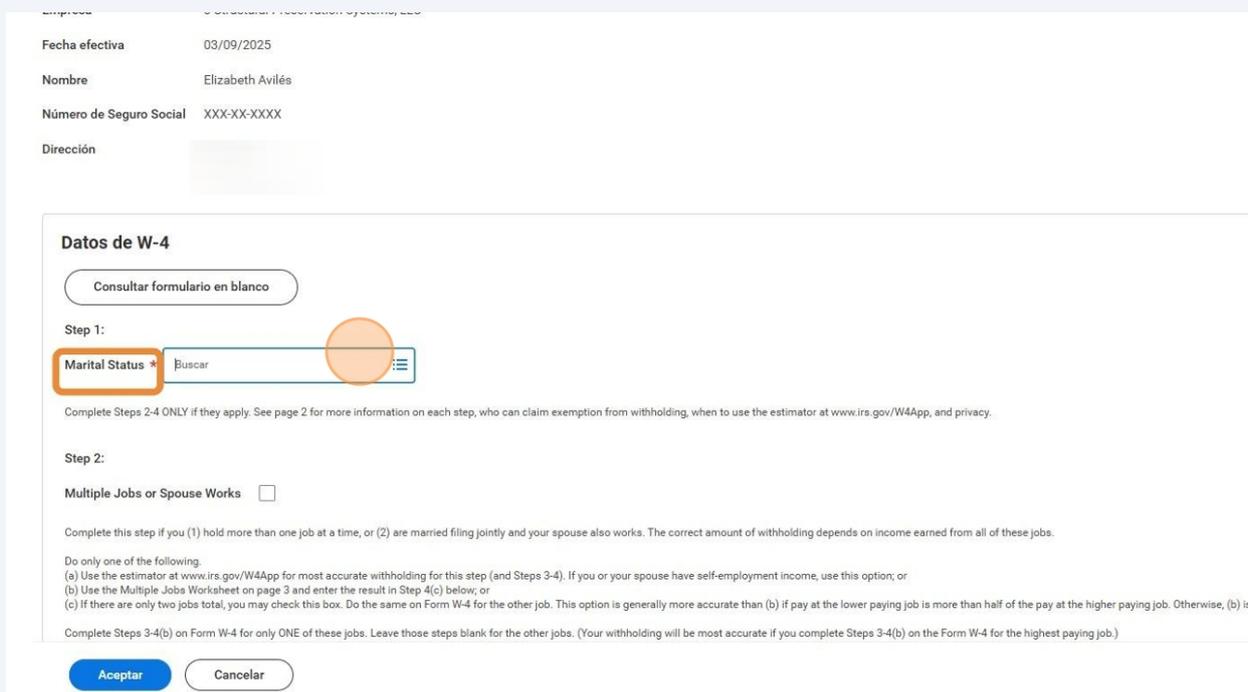


3

Su información de trabajador aparecerá en la parte superior de la pantalla.

El estado civil es un campo obligatorio

Complete todos los campos según sea necesario.



4

La casilla de verificación "Acepto" es obligatoria para enviar los cambios en el W4. Luego, haga click en Aceptar.

Other Income (not from jobs): If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income.

(a) Other Income (not from jobs)

Deductions: If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here.

(b) Deductions

Extra Withholding: Enter any additional tax you want withheld each pay period.

(c) Extra Withholding

Exempt: You had no federal income tax liability in 2024 and you expect to have no federal income tax in 2025. Note: By checking the Exempt box you will have no federal taxes withheld.

Exempt

Nonresident Alien: If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Nonresident Alien

Step 5:

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, I declare that this certificate, to the best of my knowledge and belief, 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 Agree

Aceptar Cancelar

5

Una vez que haga click en Aceptar, aparecerá un cuadro de confirmación. Sus cambios se habrán guardado en el sistema.

Implementación - structural1

MENÚ structural

Elecciones de Retención de Impuestos

Ha enviado [Consultar detalles](#)

Tarea e informes

[Elecciones de retención de impuestos](#)
Informe

[Introducción de elecciones de retención de impuestos federal](#)
Tarea

[Cumplimentación de elecciones de retención de impuestos estatal y local](#)
Tarea

¿No encuentra lo que busca? [Consultar consejos de búsqueda](#)