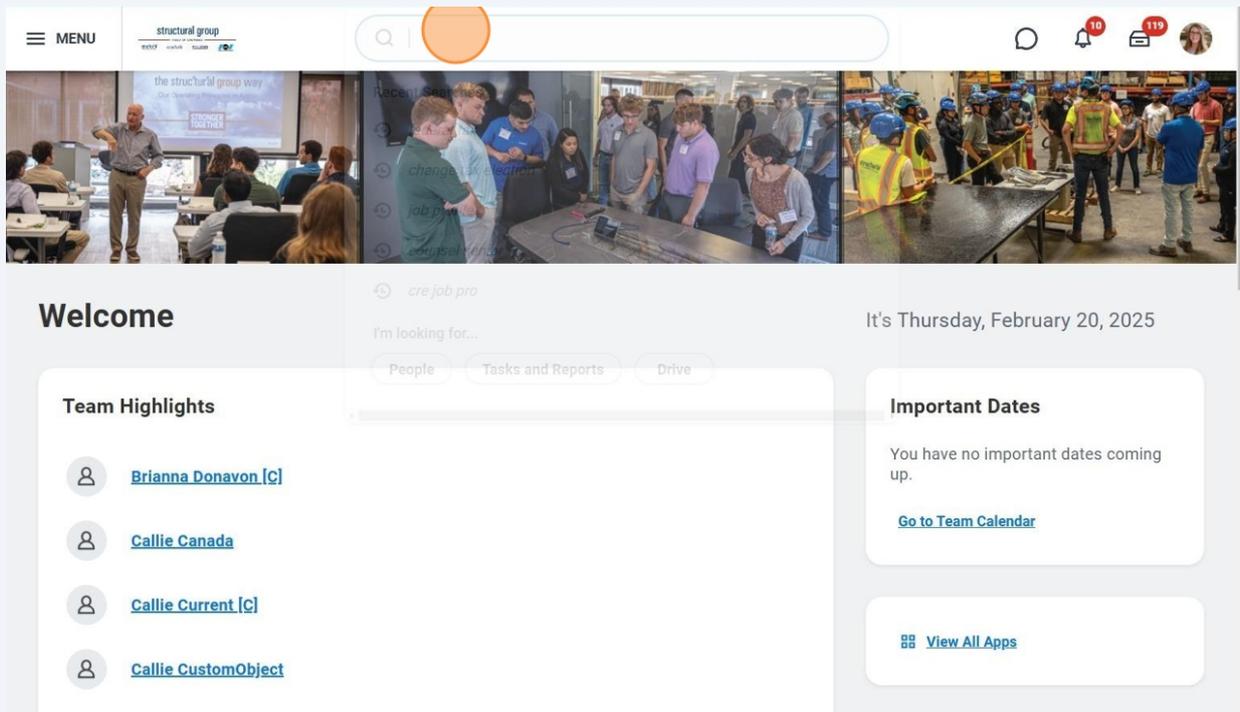
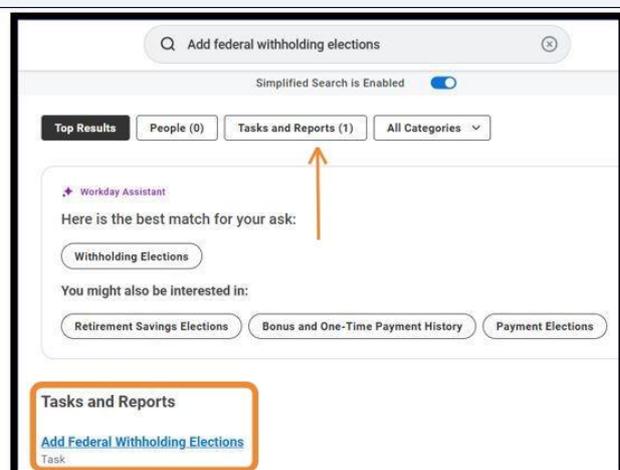
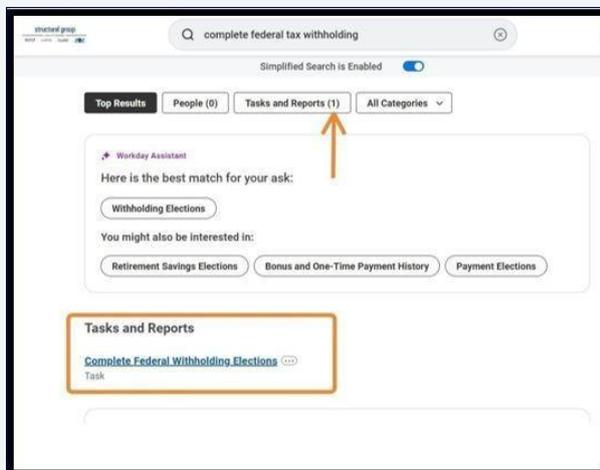


Workday - Completing Federal Tax Withholding Elections (US & Canada)

1 From any Workday page, click in to the Search Bar field.



2 **US Employees:** In the Search Bar, type "Complete Federal Withholding Elections" to update your federal tax form.
Canada Employees: In the Search Bar, type "Add Federal Withholding Elections"



- 3 Type in your name and the effective date you want to make changes to your Federal tax form and click OK

complete federal tax withholding

Simplified Search is Enabled

Complete Federal Withholding Elections

Worker * Tammy Goldbeck

Effective Date * 02/20/2025

Cancel OK

- 4 Your worker information will appear at the top of the screen. Complete all fields as necessary.

US Employees: W4 form
Canada Employees: TD1 - Personal Tax Credits Return

Social Security Number XXX-XX-XXXX

Address

W-4 Data

View Blank Form

Step 1:

Marital Status *

Complete Steps 2-4 ONLY if they apply. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at www.irs.gov/W4App, and priority.

Step 2:

Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do only one of the following:

- (a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4). If you or your spouse have self-employment income, use this option, or
- (b) Use the Multiple Jobs Worksheet on page 2 and enter the result in Step 4(c) below, or
- (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate.

OK Cancel

TD1 - Personal Tax Credits Return

Company 31 Pullman Services, Inc.

Effective Date: 03/30/2025

Name:

Social Insurance Number XXX XXX XXX

Home Address:

TD1 Data

1. Basic personal amount 16,129

Every resident of Canada can enter a basic personal amount of \$16,129. However, if your net income from all sources will be greater than \$177,892 tax year. If your income from all sources will be greater than \$177,892 you have the option to calculate a partial claim. To do so, fill in the appropriate amount here.

2. Canada caregiver amount for infirm children under age 18 0

Only one parent may claim \$2,687 for each infirm child born in 2008 or later who lives with both parents throughout the year. If the child does not live with both parents, only one parent may also claim the Canada caregiver amount for the child.

3. Age amount 0

OK Cancel

5

US Employees: The "I Agree" check box is required in order to submit your W4 changes.

Canada Employees: The "I certify" check box is required in order to submit your TD1 changes.

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. This form is not valid without a signature.
I Agree

Deduction for living in a prescribed zone: 0
Additional tax to be deducted: 0.00
For non-resident only:
I certify that the information given on this form is correct and complete:

6

Once you click OK, a confirmation box will appear. Your changes have been saved in the system. Your tax elections will take effect the date you entered in Step 3.

complete federal tax withholding

You have submitted
[View Details](#)

orkday Assistant
is the best match for your ask: