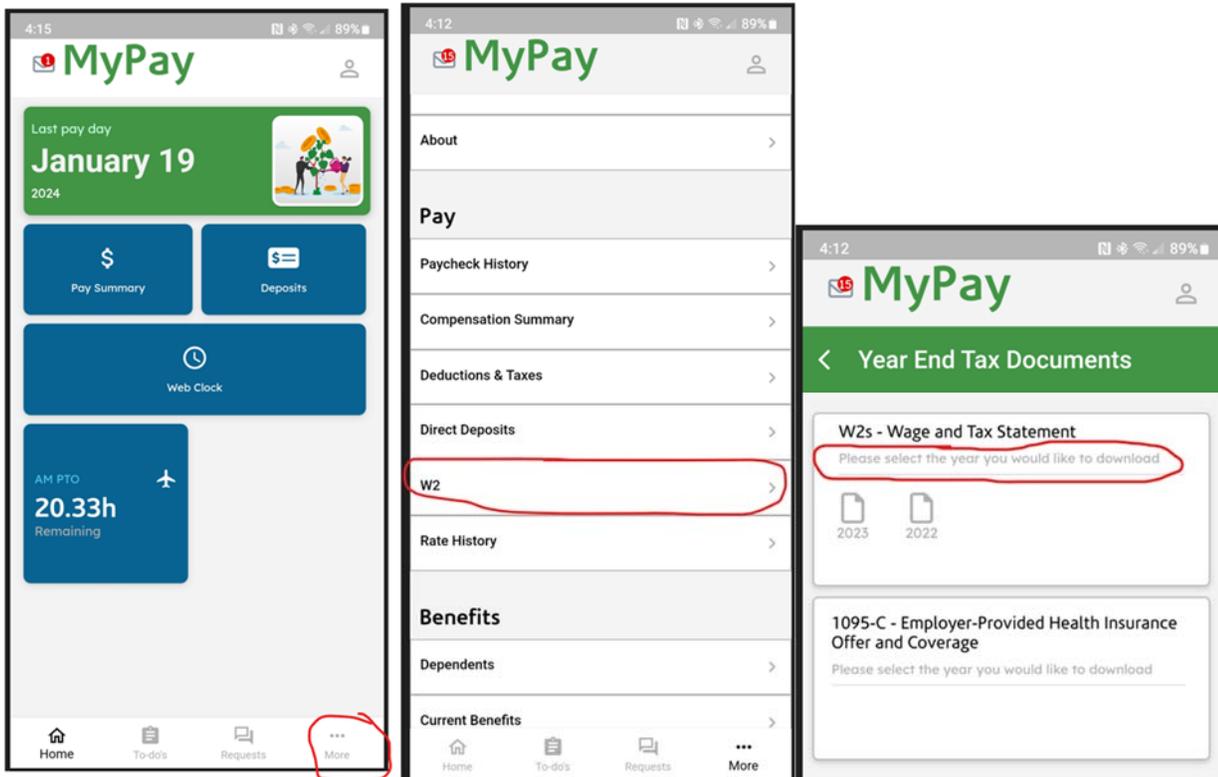


# Navigating MyPay for Tax Forms (phone app)

(screenshots are from an Android, app features on iPhone may vary slightly)

## Get W-2:

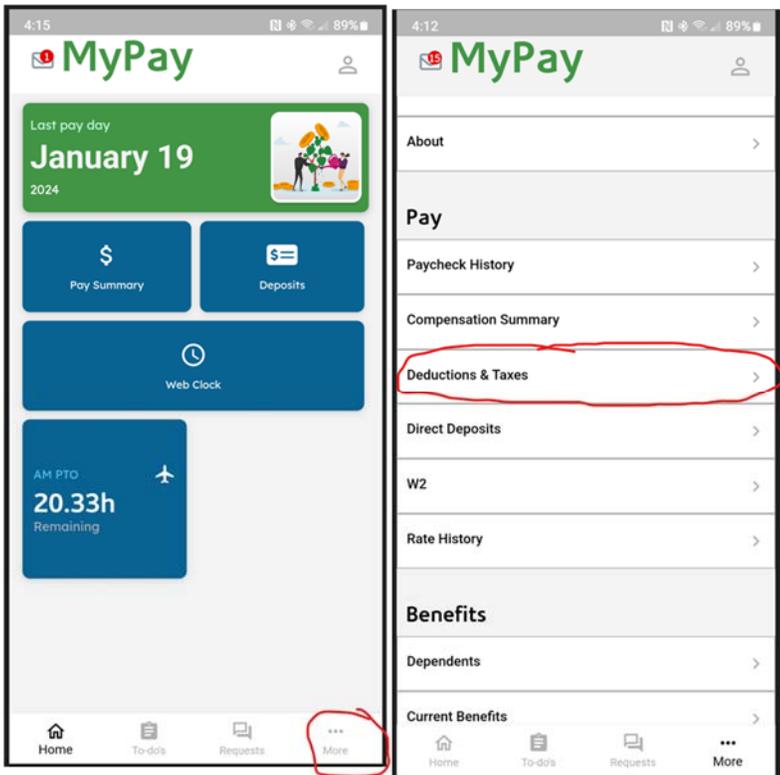
- From Home screen, click on “...More”
- Under Pay section, click on “W2”



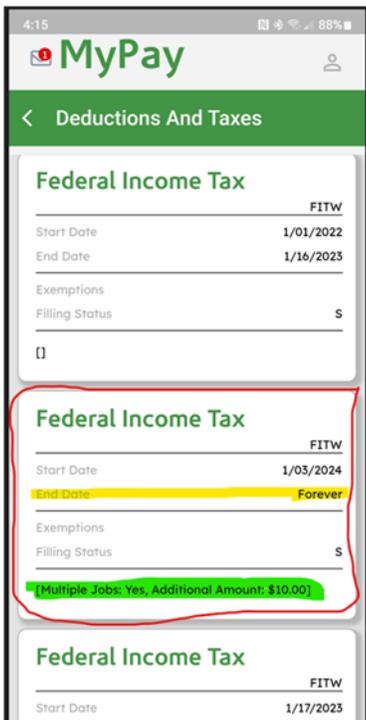
Your W-2 will open/download in pdf format.

## View current W-4/tax information:

- From Home screen, click on “...More”
- Under Pay section, click on “Deductions & Taxes”

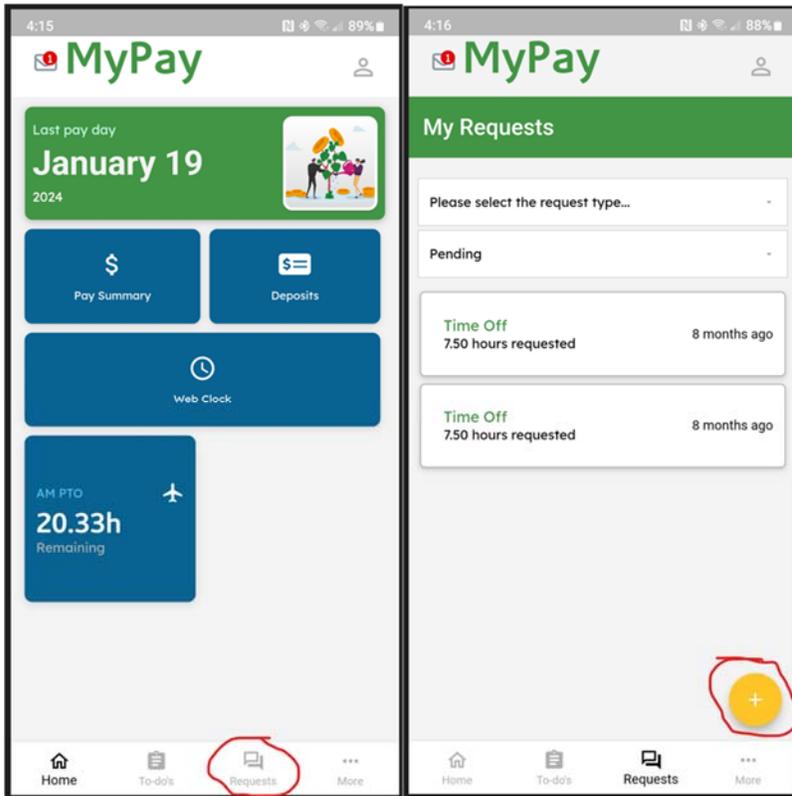


- See listing(s) for Federal Income Tax. It will show history of changes made. The CURRENT tax info should have the most recent Start Date and End Date of “Forever”.

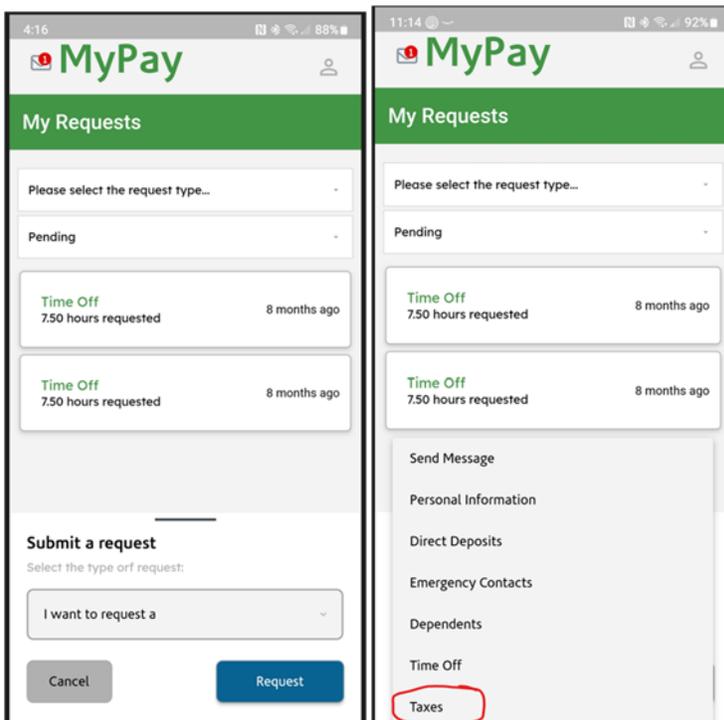


**To change your current W-4/tax information:**

- From Home screen, click on “Requests”
- Click on “+” in the bottom right



- From the “I want to request a..” drop-down, select Taxes



- Complete a new W-4

The screenshot shows the MyPay mobile application interface. At the top, the status bar displays the time 4:16, signal strength, Wi-Fi, and 88% battery. The MyPay logo is in the top left, and a user profile icon is in the top right. Below the logo is a green navigation bar with a back arrow and the text "W - 4 Withholding Certificate". A blue link "Get instructions and worksheets for this form" is positioned above the form title "Form W-4". The form is attributed to the Department of the Treasury, Internal Revenue Service. The title "Employee's Withholding Certificate" is followed by instructions: "Complete and submit this Form W-4 so that your employer can withhold the correct federal income tax from your pay. Your withholding is subject to review by the IRS." The form is divided into sections, with "Step 1: Enter Personal Information" highlighted in grey. Fields include: "First name and middle initial" (Test), "Last Name" (Employee), "Home address (number and street or rural note)" (123 Test), "City or town, state and Zip code" (Here, TX 77845), and "Social Security Number" (099-99-9999). The "Filing Status" section has two radio button options: "Single or Married filing separately" and "Married filing jointly".

- See below tax tips on how to complete the form.
- Enter your login password as your signature and click SAVE button
- Any tax changes will be effective on payroll processed after you have submitted your changes.

**Tax tip (this is not official tax advice, please speak with a tax professional about your personal tax needs):**

- If you are wanting MORE withholding to be deducted, a few items you can change are: (any 1 or all)
  - **Filing Status:** Single or Married filing separately
  - **Step 2c:** Select/check box for multiple jobs
  - **Step 4c:** Enter Extra Withholding amount (additional tax to be deducted)

**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](http://www.irs.gov/W4App) for most accurate withholding for this step (and Steps 3-4);

-- or --

(b) Use the [Multiple Jobs Worksheet](#) and enter the results in Step 4(c) below for roughly accurate withholding;

-- 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 accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld.

**Step 3: Claim Dependents**

If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):

**1** Multiply the number of qualifying children under age 17 by \$2,000

\$

**2** Multiply the number of other dependents by \$500

\$

Add the amounts above **1** and **2** enter the total below

\$

**Step 4 (optional): Other Adjustments**

(a) **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

Enter other income amount or leave blank

\$

(b) **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

Enter other deduction amount or leave blank

\$

(c) **Extra withholding.** Enter any additional tax you want withheld each pay period

Enter additional amount or leave blank

20.00