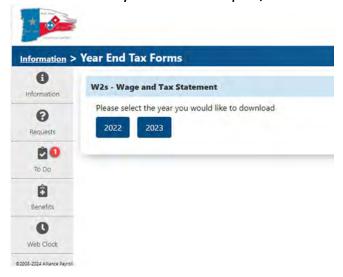
Navigating MyPay for Tax Forms (computer)

Log into your Alliance MyPay: https://www.hralliance.net/ee

Get W-2:

- Go to Information
- Go to My Year End Tax Forms
- Click on year want to open/download



Click on link "Download My [year] W2":

Your 2023 W2 is available to download below.

<u>Download My 2023 W2</u>

The W-2 will open in pdf or be available to open from your Downloads folder (depending on how you have your browser settings set up).

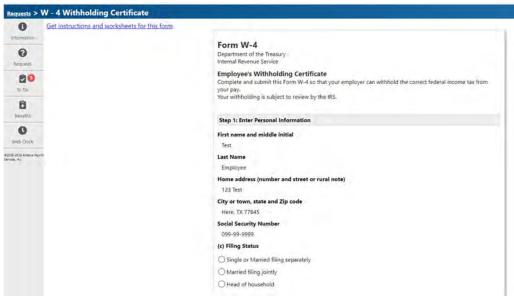
View current W-4/tax information:

- Go to Information
- Select View My Deductions and 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:

- Go to Requests
- Select Change My Federal Income Tax Withholding
- Complete a new W-4



- 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 <u>can</u> change are: (any 1 or all)
 - o 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)

