

# 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.  
[Download My 2023 W2](#)

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”.

### Payroll Taxes

| Code | Description        | Start Date | End Date  | Filing Status | Exemptions | Misc. Info   |
|------|--------------------|------------|-----------|---------------|------------|--|
| FITW | Federal Income Tax | 1/1/2022   | 1/16/2023 | S             | 0          |  |
| FITW | Federal Income Tax | 1/3/2024   | Forever   | S             | 0          | Multiple Jobs: Yes<br>Additional Amount: \$10.00                             |
| FITW | Federal Income Tax | 1/17/2023  | 6/30/2023 | S             | 0          | Multiple Jobs: Yes<br>Other Income: \$7,716.00<br>Additional Amount: \$10.00 |
| FITW | Federal Income Tax | 7/1/2023   | 7/6/2023  | S             | 0          |  |
| FITW | Federal Income Tax | 8/7/2023   | 1/2/2024  | M             | 0          |  |
| FITW | Federal Income Tax | 7/7/2023   | 8/6/2023  | S             | 0          | Multiple Jobs: Yes   |

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

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

Requests > W - 4 Withholding Certificate

[Get instructions and worksheets for this form.](#)

Information

Requests

To Do

Benefits

Web Clock

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### Form W-4

Department of the Treasury  
Internal Revenue Service

#### Employee's Withholding Certificate

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.

#### Step 1: Enter Personal Information

**First name and middle initial**  
Test

**Last Name**  
Employee

**Home address (number and street or rural route)**  
123 Test

**City or town, state and Zip code**  
Here, TX 77845

**Social Security Number**  
099-99-9999

**(c) Filing Status**

☐ Single or Married filing separately

☐ Married filing jointly

☐ Head of household

- 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