

HOW TO CHANGE MY W-4 WITHHOLDING ALLOWANCES

To Change your W-4 Withholding Allowance, log into UltiPro. Go to the **Myself** tab, then under **Pay**, click **Income Tax**.



This brings you to the screen below. The Red arrow is stating what you are claiming today. At the right-hand side of the screen, under **Things I can Do** is **Add/Change Withholding Form (W-4)**.

The screenshot shows the 'Income Tax Summary' page. A red arrow points to the 'Active' tab, and a purple arrow points to the 'Add/Change Withholding Form (W-4)' link in the 'Things I Can Do' sidebar.

Description	Type	History	Filing Status	Claimed Allowances	Additional Allowances	Additional Amount	Block Withholding	Exempt From Tax
Federal Income Tax			MARRIED	1	0	\$0.00		
CO State Income Tax			MARRIED	1	0	\$0.00		

FC 200 W Oak Primary work location

Click on the **Add/Change Withholding link**. The following screen will open.

HOW TO CHANGE MY W-4 WITHHOLDING ALLOWANCES

Current Pay Statement Pay History YTD Summary Third Party Pay Direct Deposit Income Tax W-2 Model My Pay

Withholding Forms (W-4)

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Information

- Changes to federal elections automatically update the state withholding elections of filing status, allowances, additional amount, and exemption from withholding.
- If claiming the same elections for federal and Colorado, only complete the Federal Form W-4.
- If claiming different state elections from federal elections, complete the Colorado (Federal W-4).

Add/Change Withholding Form (W-4)

Description	Form	
Federal	<ul style="list-style-type: none">• Employee's Withholding Allowance Certificate (W-4)• Certificado de Exención de Retenciones del Empleado (W-4(SP))• Employee's Withholding Allowance Certificate (W-4 (NRA))	
Colorado	Colorado (Federal W-4)	

Do the Federal form first as the State will always follow the Federal form. The Green Arrow points towards the Federal Form. The Purple Arrow points towards the State form.

This is the Federal form. Select your information and click Next.

MENU Myself Pay

Current Pay Statement Pay History YTD Summary Third Party Pay Direct Deposit Income Tax W-2 Model My Pay

Withholding - Federal

Federal Tax Form W-4

* Filing Status W-4 Box 3

If married, but legally separated, or spouse is a nonresident alien, select the "Single" option.

- ☐ Single
- ☐ Married
- ☐ Married, but withhold at higher Single rate

Last Name W-4 Box 4

☐ Your last name differs from that shown on your Social Security card.

* Allowances W-4 Box 5

See [Full Instructions](#) for details.

Total number of allowances you are claiming.

Additional Withholdings W-4 Box 6

Additional amount, if any, to be withheld from each paycheck.

Exemption from Taxes W-4 Box 7

- ☐ I claim exemption from withholding. I certify that I meet **both** of the following conditions for exemption:
- Last year I had a right to a refund of **all** federal income tax withheld because I had **no** tax liability, **and**
 - This year I expect a refund of **all** federal income tax withheld because I expect to have **no** tax liability.

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On this page, click the box after reading the information. Then Sign and Save. For my example, I changed the information to read Married and zero.

Withholding - Federal



Federal Tax Form W-4

☒ Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.

Sign & Save

Fort Collins, CO 80528

check here. You must call 800-772-1213 for a replacement card.

5 Total number of allowances you're claiming (from the applicable worksheet on the following pages) 5 0

6 Additional amount, if any, you want withheld from each paycheck 6 \$

7 I claim exemption from withholding for 2018, and I certify that I meet both of the following conditions for exemption.

- Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and
- This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.

If you meet both conditions, write "Exempt" here 7

Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.

Employee's signature (This form is not valid unless you sign it.) Date

8 Employer's name and address (Employer: Complete boxes 8 and 10 if sending to IRS and complete boxes 8, 9, and 10 if sending to State Directory of New Hires.) 9 First date of employment 10 Employer identification number (EIN)

Larimer County, 200 West Oak Street, Fort Collins, CO 80521 4/22/2013 846000779

For Privacy Act and Paperwork Reduction Act Notice, see page 4. Cat. No. 10220Q Form W-4 (2018)

Form W-4 (2018) Page 2

your wages and other income, including income earned by a spouse, during the year. Line G. Other credits. You might be able than one job at a time or are married filing jointly and have a working spouse. If you don't complete this worksheet, you might required by law to report new employees to a designated State Directory of New Hires. Employers may use Form W-4, boxes 8, 9,

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As you can see, the State is now changed also. If you want the State to be different then click on State Tax link. In my example, it shows Colorado State Taxes since my example, lives in Colorado.

Federal	<ul style="list-style-type: none"> Employee's Withholding Allowance Certificate (W-4) Certificado de Exención de Retenciones del Empleado (W-4(SP)) Employee's Withholding Allowance Certificate (W-4 (NRA))
Colorado	Colorado (Federal W-4)

Current Withholding Forms

Description	Form	Year	Effective	Filing Status	Allowances		Additional Amount	Block Withholding	Exem
					Claimed	Additional			
CO State Income Tax	Federal W-4	2018	07/11/2018 10:11 AM	MARRIED	0	0	\$0.00		
Federal Income Tax	W-4	2018	07/11/2018 10:10 AM	MARRIED	0	0	\$0.00		



This is the State Form. Select your information and click Next.

Withholding - Colorado

Colorado Tax Form W-4

*** Filing Status** *W-4 Box 3*

If married, but legally separated, or spouse is a nonresident alien, select the "Single" option.

- ☐ Single
☐ Married
☐ Married, but withhold at higher Single rate

Last Name *W-4 Box 4*

☐ Your last name differs from that shown on your Social Security card.

*** Allowances** *W-4 Box 5*

See [Full Instructions](#) for details.

Total number of allowances you are claiming.

Additional Withholdings *W-4 Box 6*

Additional amount, if any, to be withheld from each paycheck.

 \$

Exemption from Taxes *W-4 Box 7*

- ☐ I claim exemption from withholding. I certify that I meet **both** of the following conditions for exemption:
- Last year I had a right to a refund of **all** federal income tax withheld because I had **no** tax liability, **and**
 - This year I expect a refund of **all** federal income tax withheld because I expect to have **no** tax liability.

On this page, click the box after reading the information. Then Sign and Save.


Colorado Tax Form W-4

☒ Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.

Sign & Save

Page: 1 of 4 Automatic Zoom

On my State example, I choose to withhold an extra \$10 per paycheck. This is what the example now shows for the withholdings.

Description	Form	Year	Effective	Filing Status	Allowances		Additional Amount	Block Withholding
					Claimed	Additional		
CO State Income Tax	Federal W-4	2018	07/11/2018 10:19 AM	MARRIED	0	0	\$10.00	
Federal Income Tax	W-4	2018	07/11/2018 10:10 AM	MARRIED	0	0	\$0.00	