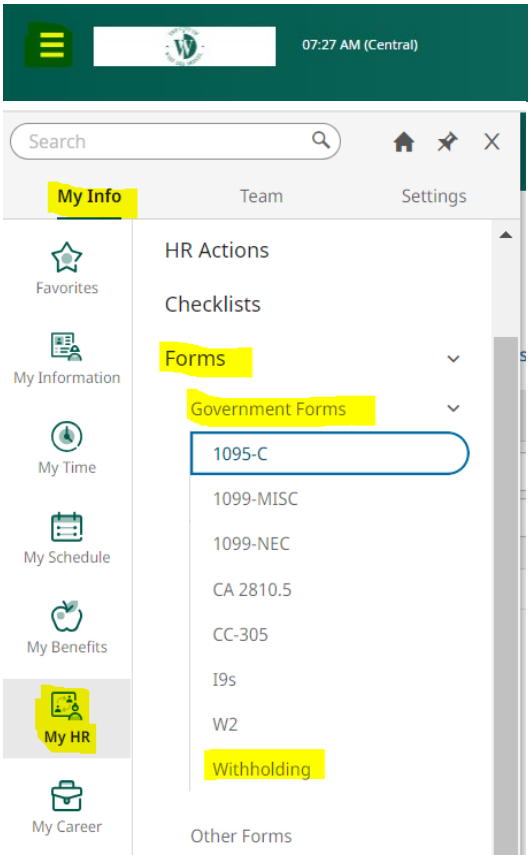
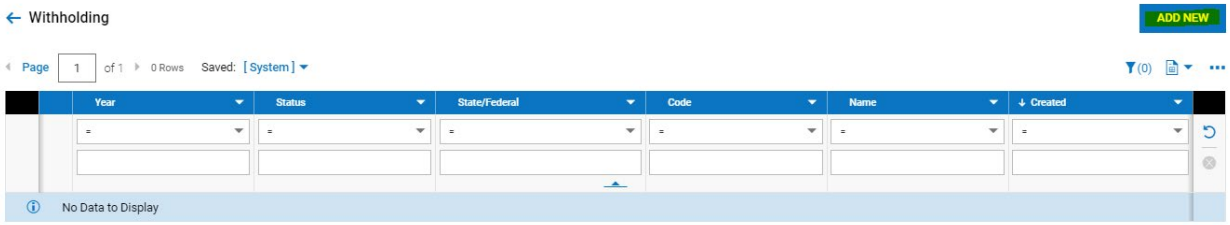
2024 FORM W4 TAX WITHHOLDING CHANGES
FEDERAL & STATE

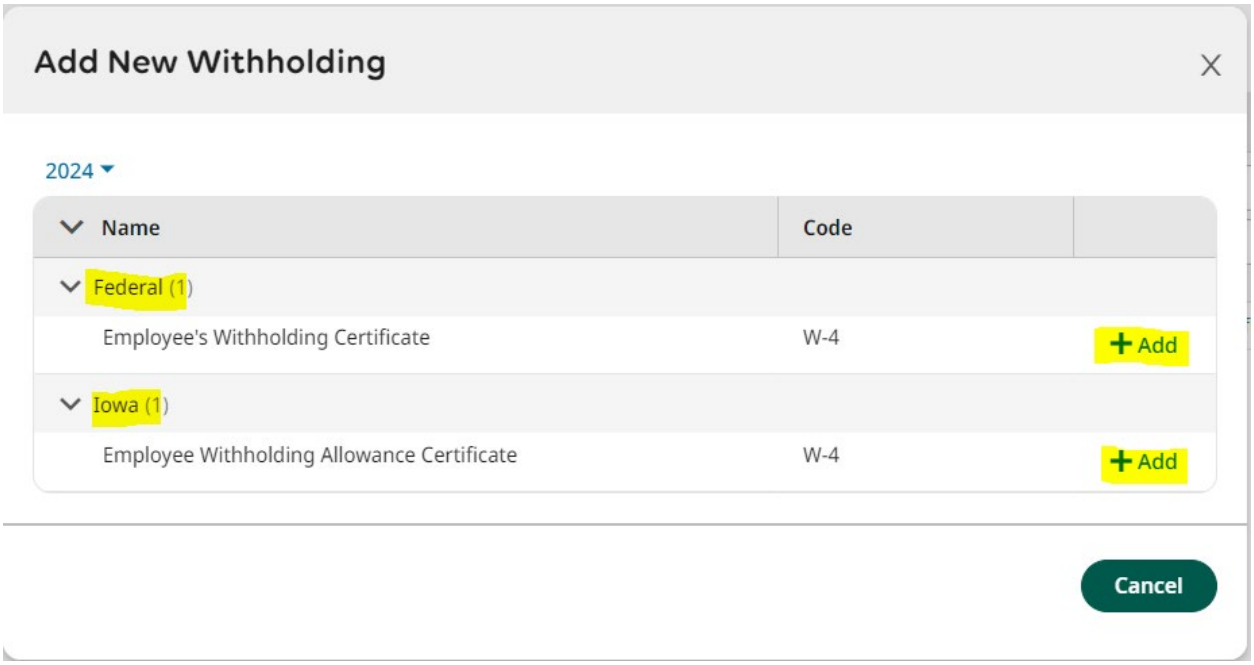
1. Go to **Show Menu** (“Hamburger” icon) > **My Info** > **My HR** > **Forms** > **Government Forms** > **Withholding**



2. Click on “Add New” in top right corner



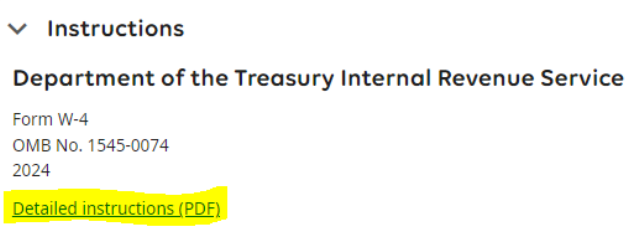
Select “+ Add” for the type of withholding you’d like to change, either Federal or Iowa



3. Make sure the information being populated into the form is accurate. If any information is not accurate, please contact Human Resources.

4. Complete the form. Instructions can be found:

- For Iowa -- following page 1
- For Federal -- click the link at the top of the form

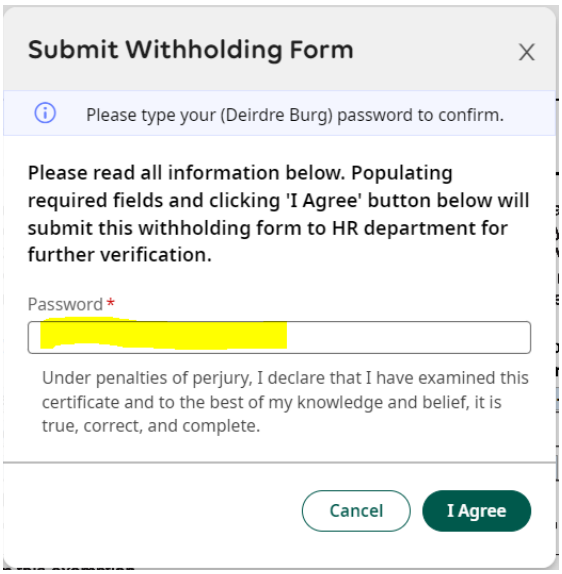


5. If you need assistance in the amount to claim on your form(s), please ask a tax professional. City of WDM HR and Payroll staff are not qualified tax professionals and cannot give advice. Choose "Exempt" ONLY if you do not expect to owe any tax.

6. Once you have filled out the form, **click "Submit" in the top right corner**. If you fail to hit "Submit" and only hit "Save", the form will not be routed to payroll for approval.



7. After submitting, you will be prompted to add your password. This is your UKG password. Enter your password and click "I agree". This is your electronic signature for the form.



You may also download a PDF for your records.

Once the changes are submitted, the Payroll Administrator will need to review and approve before the change takes effect in the system. Effective dates during the payroll processing week (week following end of pay period) may not take effect until the following pay day.