

Viewing & Updating Your W-4/W-5 Information

Employees, Managers & HR Professionals



How Do I View My W-4/W-5?

Follow the steps below to view your W-4/W-5 information.

1. Under Quick Links, click on the [Review My Information](#) link on the People first homepage.
2. Select [W-4/W-5](#) from the [Personal Info](#) drop down menu.
3. Click on the [Go](#) button. Current tax elections will be displayed in the [Details](#) section of the screen.
4. Click on the [Go](#) button in front of the effective date in the W-4/W-5 Overview section to view information for previous elections.
5. The W-4/W-5 information for that effective date will be displayed in the [Details](#) section.

How Do I Change My W-4/W-5?

Follow the steps below to change your W-4/W-5 information.

1. Under [Quick Links](#), click on the [Review My Information](#) link on the People first homepage.
2. Select [W-4/W-5](#) from the [Personal Info](#) drop down menu.
3. Click on the [Go](#) button. Current tax elections will be displayed in the [Details](#) section of the screen.
4. Click the [New](#) button in the W-4/W-5 [Overview](#) section. The fields in the [Details](#) section will open for editing.
5. Enter information in the appropriate fields.
6. Enter your password in the [Required Password](#) field.
7. Click on the [Save](#) button.

Did You Know?

- 1. A new [Tax Filing Year](#) field has been added to the W-4/W-5 home screen. This field will be available in the [Details](#) section beginning in December of each year.
- 2. Employees will be able to complete a W-4 for the next calendar year. This includes claiming an exemption from withholding which, per IRS guidelines, expires each year.
- 3. Employees will be able to complete a W-5 for the next calendar year which, per IRS guidelines, expires each year.
- 4. Employees can change their W-4/W-5 information at any time. Employees will see the changes reflected on the pay stub received after the next payroll period has processed.
- 5. Employees will receive an Alert in the [My Alerts/Activities](#) section of their People First homepage notifying them that changes have been made to their W-4/W-5 information.
- 6. Only the employee or an HR Professional has access to view and make changes to this information.