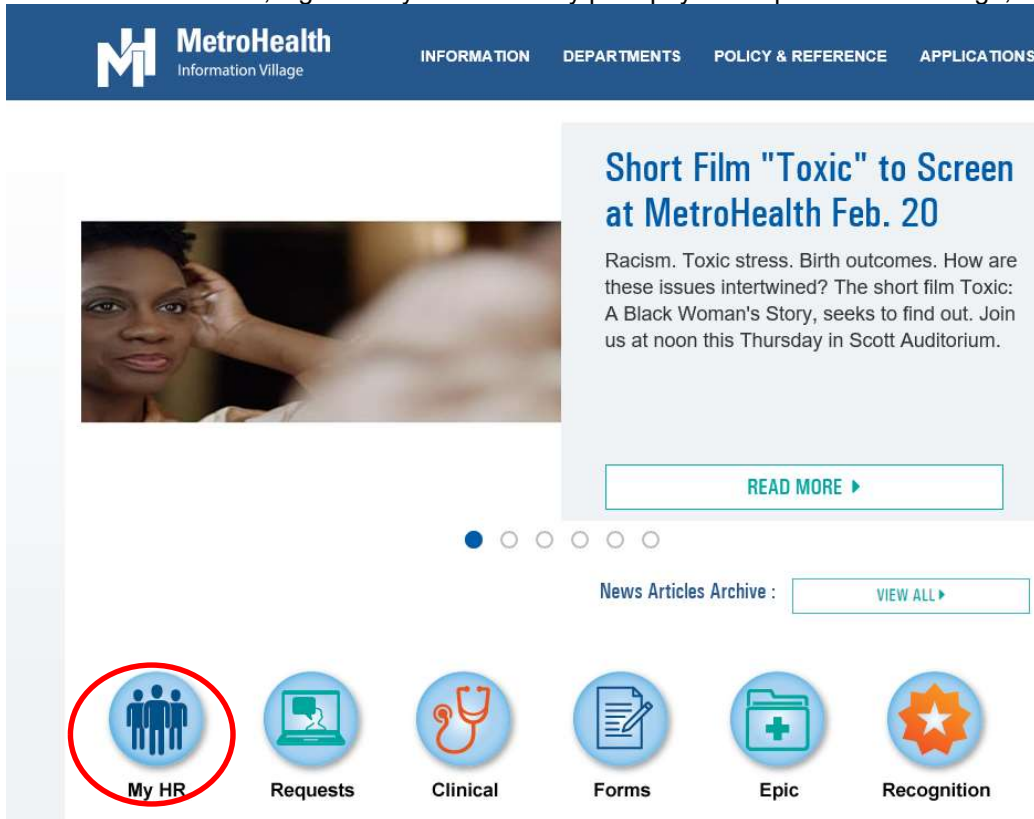
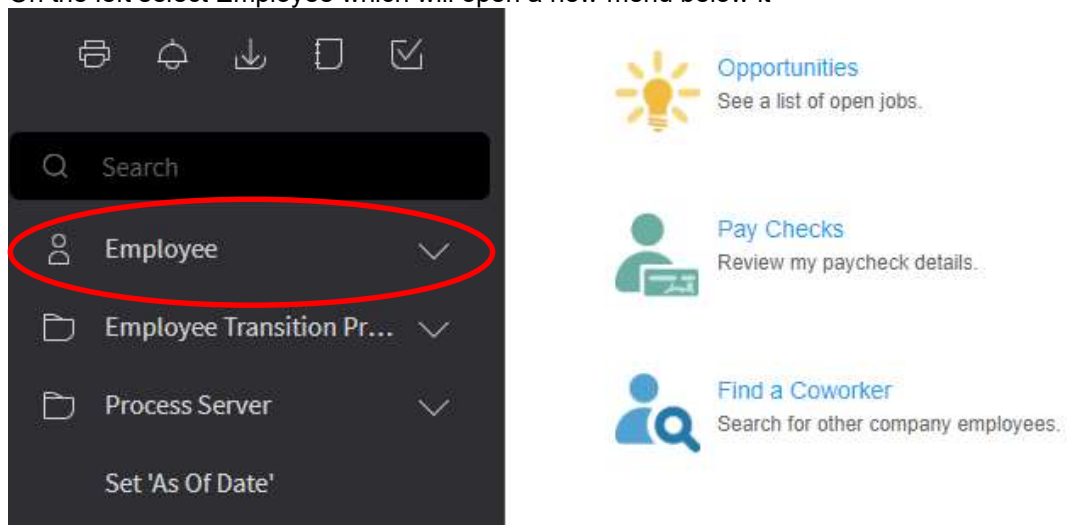


How to Change your W4 & State Taxes

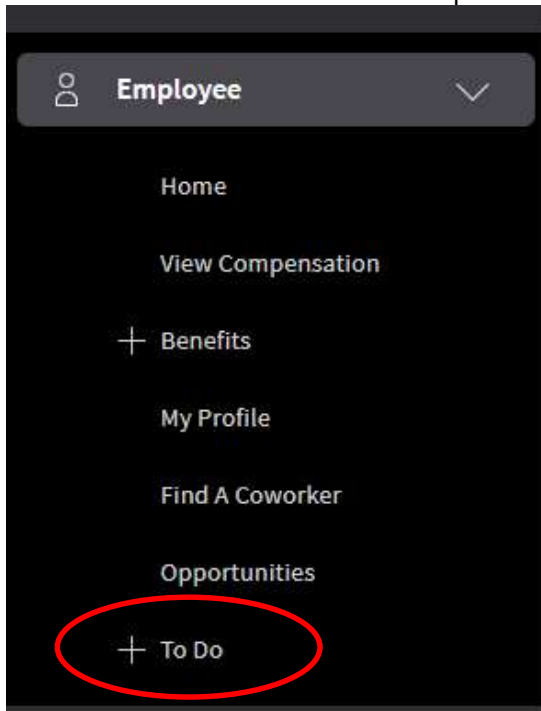
1. From the MIV, log in to MyHR – this may prompt you to open Microsoft Edge, select Allow



2. On the left select Employee which will open a new menu below it



3. In that menu select To Do which will open another menu below it



[Pay Checks](#)

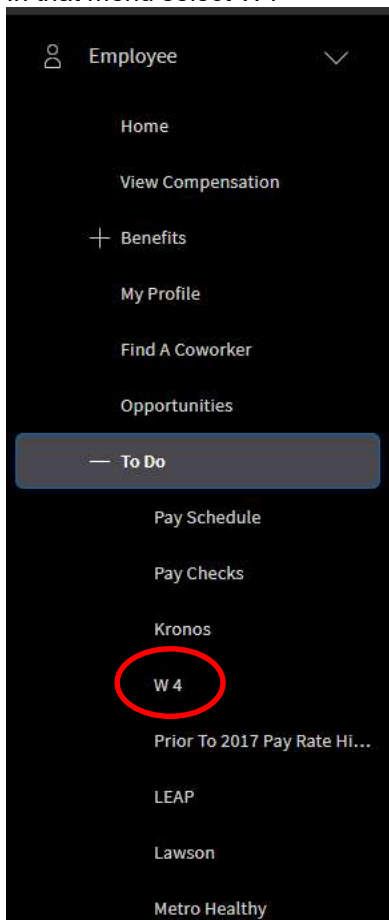
Review my paycheck details.



[Find a Coworker](#)

Search for other company employees.

4. In that menu select W4



[Pay Checks](#)

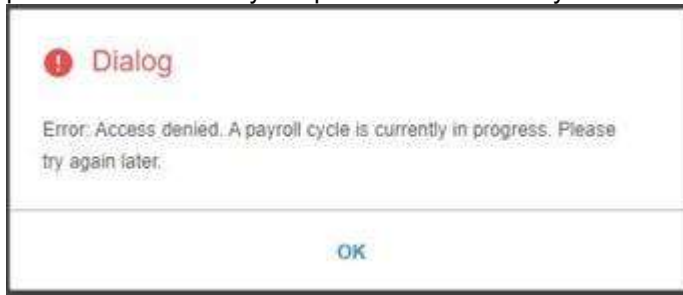
Review my paycheck details.



[Find a Coworker](#)

Search for other company employees.

Please note – the week prior to the pay date you will be locked out of making any W4 changes Wednesday & Thursday and will receive the following message while payroll is processed. Please try to update on another day.



5. This will show you what you are currently claiming for Federal W/H and Ohio State W/H. Next to each option you can click on the gray arrow to edit your selections.

Tax Withholding

Deductions

	Description
	WELLINGTON EXEMPTED VILLAGE SD
	CLEVELAND
	FEDERAL W/H
	OHIO STATE W/H

6. Federal Changes: The IRS has implemented a new form for 2020 which no longer has exemptions based on a number, but rather based on a dollar amount. If you have questions in regards to how to fill out your 2020 selections you can refer to their website FAQ's here <https://www.irs.gov/newsroom/faqs-on-the-2020-form-w-4> or use their tax withholding estimator here <https://www.irs.gov/individuals/tax-withholding-estimator>

Form **W-4** **Employee's Withholding Certificate** OMB No. 1545-0074

Department of the Treasury Internal Revenue Service

► **Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.**
 ► Give Form W-4 to your employer.
 ► Your withholding is subject to review by the IRS.

2020

Step 1: Enter Personal Information

(a) First name and middle initial _____ Last name _____ (b) Social security number _____

Address _____

City or town, state, and ZIP code _____

(c) Single or Married filing separately
 Married filing jointly (or Qualifying widow(er))
 Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

► Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov.

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the online estimator, and privacy.

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 for most accurate withholding for this step (and Steps 3-4); or
 (b) Use the Multiple Jobs Worksheet on page 3 and enter the result 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

TIP: To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents

If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by \$2,000 ► \$ _____

Multiply the number of other dependents by \$500 ► \$ _____

Add the amounts above and enter the total here **3** \$ _____

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 **4(a)** \$ _____

(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 **4(b)** \$ _____

(c) **Extra withholding.** Enter any additional tax you want withheld each pay period **4(c)** \$ _____

Step 5: Sign Here

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

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

7. You can then select Continue at the bottom of the screen to save your changes

Employer identification number (EIN) _____

Continue
Model
Back
Print
W-4 Instructions

8. State Changes: Ohio is still operating using exemptions: the larger the number of exemptions, the less amount of tax will be deducted from your pay. Once you've made changes you can select Continue at the bottom of the screen to save your changes.

OHIO STATE W/H

*Required fields are indicated.

Residency	<input type="text" value="Resident"/>
Status*	<input type="text" value="Single"/>
Exemptions	<input type="text" value="1"/>
Additional Amount	<input type="text"/>
	<input type="button" value="Continue"/> <input type="button" value="Back"/>

9. Please be advised if you do not set up or complete these selections, the system will default to Single with zero exemptions.
10. These changes take 24 hours to update and can be changed at any time.

