

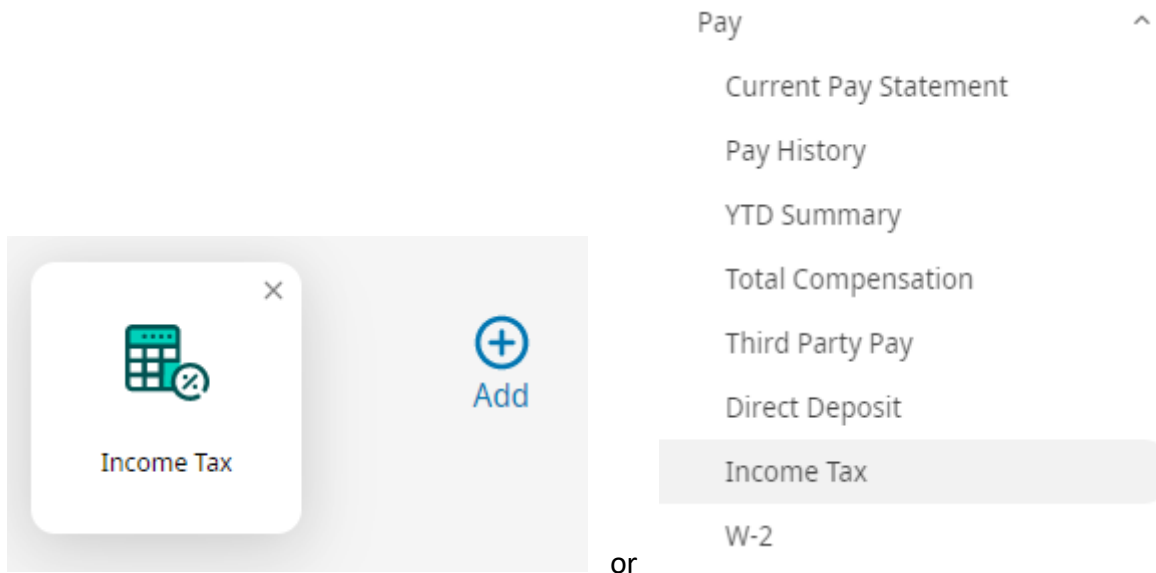
Changing your Income Tax Withholding in UKG

Changing your Income Tax Withholding in UKG

Income taxes are assigned in UKG based upon your home address. If anything was missed in your onboarding paperwork or if you change states in the future, you can follow the steps below in UKG to modify your state and/or federal taxes.

These changes *must* be made in UKG. If you have any difficulty logging into UKG, please email support@ptsolutions.com for account reset assistance.

Click on the Income Tax quick link (you may need to add it) on the UKG home page, or navigate to the UKG menu -> Myself -> Pay -> Income Tax



Under "Things I Can Do" click on "Add/Change Withholding Form"

Things I Can Do

For This Page

[Add/Change Withholding Form \(W-4\)](#)

[Elect Deferral of Social Security Taxes](#)

Choose which form you would like to Add/Change

Add/Change Withholding Form (W-4)

Description	Form
Federal	<ul style="list-style-type: none"> Employee's Withholding Certificate (W-4) Certificado de Retenciones del Empleado (W-4(SP)) Employee's Withholding Certificate (W-4 (Non-Resident Alien))
Georgia	Georgia (G-4)

Complete all applicable sections on the Tax Form questionnaire and click next:

Withholding - Federal

→ | ⊗ | ? >
 next cancel help

Federal Tax Form W-4

[Full Instructions](#)

★ Are your paychecks subject to Federal income tax?

You can only select No if both of the following are true:
 - Last year no Federal taxes were withheld from my paycheck
 - This year no Federal taxes should be withheld from my paycheck

- ☒ Yes
☐ No

★ Step 1: Personal Information - Filing Status

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

★ Step 2: Do you hold more than one job at a time?

- ☐ Yes
☒ No

Step 3: Claim Dependents

Is your income \$200,000 or less?

- ☒ Yes
☐ No

To determine the amount of child and other dependent tax credits, enter the following:

Number of qualifying children under age 17 ⓘ

0 x \$2,000.00 =

\$ 0.00

Number of other dependents ⓘ

0 x \$500.00 =

\$ 0.00

Review your new withholding election, check the required acknowledgement, and click "Sign & Save".

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

You may save or print a completed form for your records.

Please reach out to hr@ptsolutions.com or payroll@ptsolutions.com with any questions regarding taxes or tax elections.