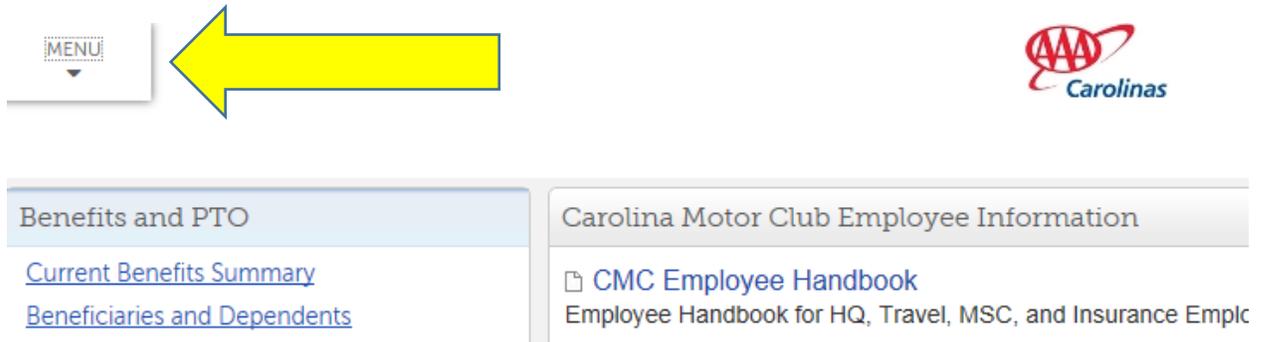
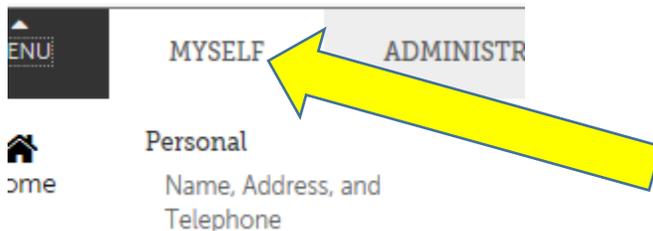


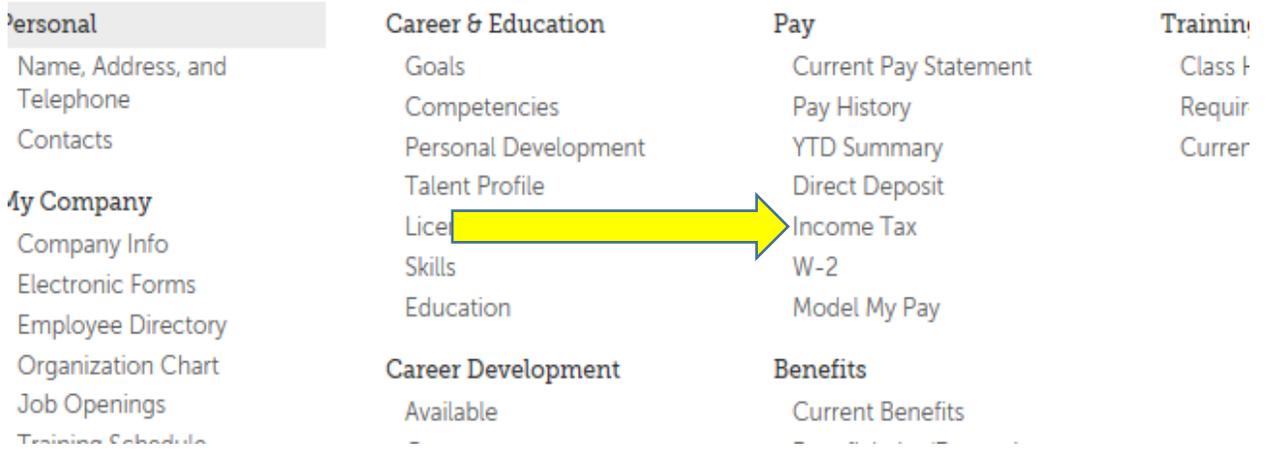
1) Sign onto Ultipro and click on menu button in left corner.



2) Click on Myself Tab



3) Click on Income Tax Link, Under Pay Column



4) Click on Add/Change Withholding under things I can do column on far right of page.



- 5) Please note when completing these forms, answering yes to the exemption questions (I had a right to a refund because I had no tax liability) means that you OWED NO TAXES. It does not mean you got a refund because they took too much in taxes out of your check.
- 6) Choose the form you would like to update. (steps 6-8 are for Federal W-4 form- check out steps 10-13 for NC E-Z Form-the form most employees will use). If you are in SC, the state of South Carolina recognizes your federal exemptions for your tax exemptions so there is no need to complete a new form.

### Withholding Forms (W-4)

back | print | help | >

Add/Change Withholding Form (W-4)

Description	Form
Federal	<ul style="list-style-type: none"> <li>• <a href="#">Employee's Withholding Allowance Certificate (W-4)</a></li> <li>• <a href="#">Certificado de Exención de Retenciones del Empleado (W-4(SP))</a></li> <li>• <a href="#">Employee's Withholding Allowance Certificate (W-4 (NRA))</a></li> </ul>
North Carolina	<ul style="list-style-type: none"> <li>• <a href="#">North Carolina (NC-4EZ)</a></li> <li>• <a href="#">North Carolina (NC-4)</a></li> </ul>

FOR THIS TAB 5

[Add Direc](#)

[Add/Chan](#)

Quit

[Pay Sectic](#)

[Add a Dire](#)

[View Your](#)

- 7) Once you have completed the form you want to change, click next.

### Withholding - Federal

next | >

## 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.

0

**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 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.

- 8) You will see a copy of the actual form you are completing (I am cutting off bottom of page for privacy reasons). If the form is as you would like it, check the box at top of page that says, 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. Then click the Sign and Save button right below that.



**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**

---

**Form W-4 (2017)**

**Purpose.** Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

**Exemption from withholding.** If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2017 expires February 15, 2018. See Pub. 505, Tax Withholding and Estimated Tax.

**Note:** If another person can claim you as a dependent on his or her tax return, you can't claim exemption from withholding if your total income exceeds \$1,050 and includes more than \$350 of unearned income (for example, interest and dividends).

**Exemptions.** An employee may be able to claim exemption from withholding even if the employee is a dependent, if the employee:

- Is age 65 or older,
- Is blind, or
- Will claim adjustments to income; tax credits; or itemized deductions, on his or her tax return.

The exceptions don't apply to supplemental wages greater than \$1,000,000.

**Basic instructions.** If you aren't exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

**Head of household.** Generally, you can claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

**Tax credits.** You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 505 for information on converting your other credits into withholding allowances.

**Nonwage income.** If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or W-4P.

**Two earners or multiple jobs.** If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 505 for details.

**Nonresident alien.** If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

**Check your withholding.** After your Form W-4 takes effect, use Pub. 505 to see how the amount you are having withheld compares to your projected total tax for 2017. See Pub. 505, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

**Future developments.** Information about any future developments affecting Form W-4 (such as legislation enacted after we release it) will be posted at [www.irs.gov/w4](http://www.irs.gov/w4).

**Personal Allowances Worksheet (Keep for your records.)**

**A** Enter "1" for yourself if no one else can claim you as a dependent . . . . . **A** \_\_\_\_\_

**B** Enter "1" if: { • You're single and have only one job; or  
• You're married, have only one job, and your spouse doesn't work; or  
• Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less. } . . . . . **B** \_\_\_\_\_

**C** Enter "1" for your spouse. But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.) . . . . . **C** \_\_\_\_\_

- 9) FOR YOUR FINAL STEP, PLEASE CLICK SUBMIT.

Summary

**submit reset cancel print help**

**!** You must select Submit to complete this request.

**Workflow Approvals**

This request requires one or more approvals. Select the reviewers who are appropriate for your situation.

Approver Level 1 Payroll Administration

**Request Information** Show All fields

**EmployeeWithholding**

	Before	Submitted
Income Tax	USFIT	USFIT
Filing status	MARRIED	MARRIED
Total allowances claimed	0	0

10) Once you have completed the form you want to change, click next.

Withholding - North Carolina

next | cancel | help

### North Carolina Tax Form NC-4EZ

Full Instructions

Use this form if you:

- Plan to claim the N.C. standard deduction
- Plan to claim no tax credits or only the credit for children
- Prefer not to complete the extended Form NC-4
- Qualify to claim exempt status

**Important: If you are a nonresident alien you must use Form NC-4 NRA.**  
You may complete Form NC-4, if you plan to claim N.C. itemized deductions, federal adjustments to income, or N.C. deductions.

**\* Filing Status**

Single  
 Head of Household  
 Married or Surviving Spouse

**\* Allowances NC-4EZ Line 1**  
Total number of allowances you are claiming. Enter zero (0), or the number of allowances from the table listed on the form. See Full Instructions for details.

**Additional Withholdings NC-4EZ Line 2**  
Additional amount, if any, withheld from each pay period (enter whole dollars).

**Exemption from Taxes NC-4EZ Lines 3 & 4**

I certify that I am exempt from North Carolina withholding because

Line 3. I meet both of the following conditions:

Things I Can Do

- Add Direct Deposit
- Add/Change Withholding Form (W-4)

Quick Tours and Tips

- Pay Section Overview
- Add a Direct Deposit Account Tour
- View Your Form W-2 Tour

11) You will see a copy of the actual form you are completing (I am cutting off bottom of page for privacy reasons). If the form is as you would like it, check the box at top of page that says, 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. Then click the Sign and Save button right below that.

Withholding - North Carolina

back | cancel | help

I certify, under penalties provided by law, that I am entitled to the number of withholding allowances claimed on line 1, or if claiming exemption from withholding, that I am entitled to claim the exempt status on line 3 or 4, whichever applies.

Sign & Save

Things I Can Do

- Add Direct Deposit
- Add/Change Withholding Form (W-4)

Quick Tours and Tips

- Pay Section Overview
- Add a Direct Deposit Account Tour
- View Your Form W-2 Tour

NCDOR Web 8-16

## NC-4EZ Employee's Withholding Allowance Certificate

Social Security Number      Marital Status

12) FOR YOUR FINAL STEP, PLEASE CLICK SUBMIT.

Summary

You must select Submit to complete this request.

Workflow Approvals

This request requires one or more approvals. Select the reviewers who are appropriate for your situation.

Approver Level 1      Payroll Administration

Request Information

EmployeeWithholding

Show All fields

Things I Can Do

- Add Direct De
- Add/Change v

Quick T

- Pay Section Q
- Add a DirecL
- View Your For

Submit