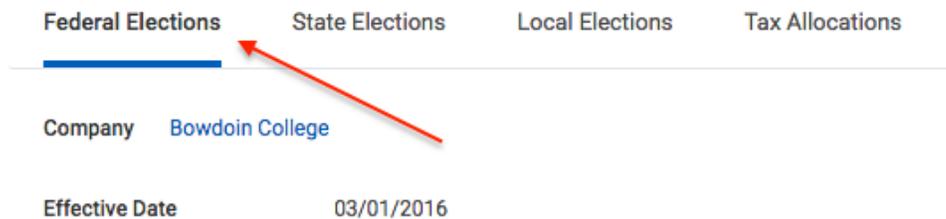


Viewing and updating your tax withholding (W-4) elections

To view or change FEDERAL tax withholding elections

1. Log into Workday (<https://workday.bowdoin.edu>) using your Bowdoin username and password.
2. Click on the Pay icon in the Applications pane.
3. In the Actions pane, click Withholding Elections.
4. Click the Federal Elections tab if it is not already selected.



5. Click the Update button.
6. Enter the date on which the change is to take place, and then click OK.
7. Review you W-4 data and make changes as necessary. Required fields are indicated with red asterisks (*).
8. When complete, review the legal notice and check the box next to “I Agree.”
9. Click OK.



Human Resources and Payroll personnel cannot give tax advice. If necessary, please consult with your personal tax preparer or an accountant to give you more guidance on filling out your federal and state Withholding W-4.

To view or change STATE tax withholding elections

1. Log into Workday (<https://workday.bowdoin.edu>) using your Bowdoin username and password.
2. Click on the Pay icon in the Applications pane.
3. In the Actions pane, click Withholding Elections.
4. Click the State Elections tab.



5. Click the Update button.
6. Enter the date on which the change is to take place, and then click OK.
7. Review your W-4ME data and make changes as necessary. Required fields are indicated with red asterisks (*).

IMPORTANT: The number of your STATE withholding elections cannot be more than the number of FEDERAL elections.

8. When complete, review the legal notice and check the box next to "I Agree."
9. Click OK.

You can view and print a copy of your form by clicking on Details and Process.



Human Resources and Payroll personnel cannot give tax advice. If necessary, please consult with your personal tax preparer or an accountant to give you more guidance on filling out your federal and state Withholding W-4.