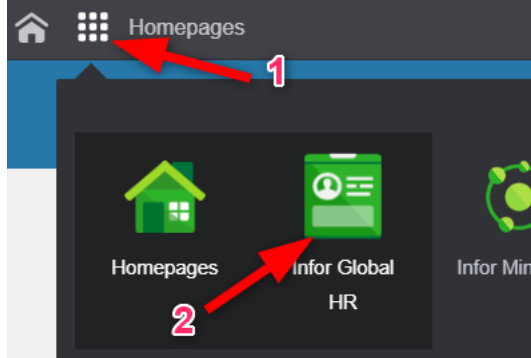


## W-4 and VA-4 Tax Withholdings Forms

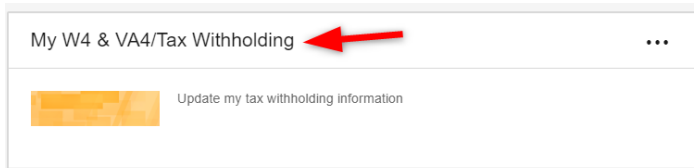
Once you have logged into your Global HR Account, you'll need to access your Global HR Homepage. To do that:



- 1) Click the grid in the upper left corner.
- 2) Click on the Infor Global HR icon.

To complete or change your Federal W-4 Form or your VA-4 Form, follow the steps below.

- 1) From your Home Page, open the My W4 & VA4/Tax Withholding widget, by clicking on the title of it.



This will open the Tax Withholding page in a new browser tab.

A screenshot of the 'Tax Withholding' page. It shows a table with the following data:

	Description	Resident Status	Marital Status	Exemptions	Exempt	Additional Exemptions	Additional Amount	Dependents	Other Income	Deductions
→	FEDERAL INCOME TAX	Resident	Single	2	No	0				
→	STATE INCOME TAX	Resident	Single	0	No	0				

- 2) To change your Federal W-4 Form, click the arrow to the left of "Federal Income Tax"

A screenshot of the 'Tax Withholding' page, identical to the previous one, but with a red arrow pointing to the right-pointing arrow in the first row of the table.

	Description	Resident Status	Marital Status	Exemptions	Exempt	Additional Exemptions	Additional Amount	Dependents	Other Income	Deductions
→	FEDERAL INCOME TAX	Resident	Single	2	No	0				
→	STATE INCOME TAX	Resident	Single	0	No	0				

This will open your W-4 Form. Complete the form accurately, see your tax professional for any assistance you need in filling out the form.

3) At the bottom of the form you will see the following Options



- Continue – Click this to move ahead and update your form.
- Model – Click this to see how the changes you made will affect your pay.
- Back – Will Take you Back out to the Tax Withholding Page.
- Print – Will print a copy of your W4 for your records.
- Clicking “W-4 Instructions” will take you to the IRS Website and their instructions on completing a W-4 Form.

4) To update or change your VA-4 Form, click the arrow to the left of “State Income Tax”

Tax Withholding										
Deductions										
	Description	Resident Status	Marital Status	Exemptions	Exempt	Additional Exemptions	Additional Amount	Dependents	Other Income	Deductions
→	FEDERAL INCOME TAX	Resident	Single	2	No	0				
→	STATE INCOME TAX	Resident	Single	0	No	0				

This will open the VA-4 Form. Complete the form accurately, see your tax professional if you need any help filling out the form.

5) At the bottom of the form you will see the following Options.



- Continue – Click this to move ahead and update your form.
- Back – Will take you Back out to the Tax Withholding Page.