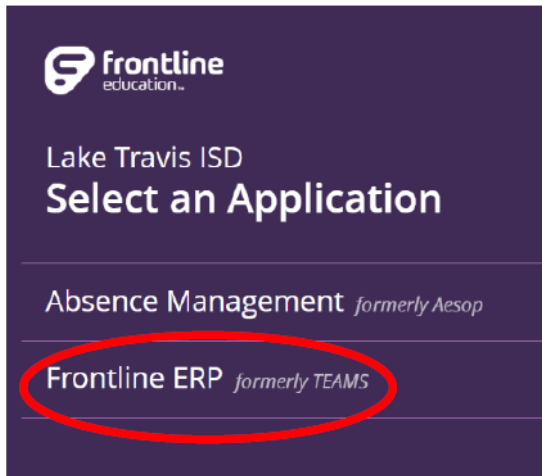
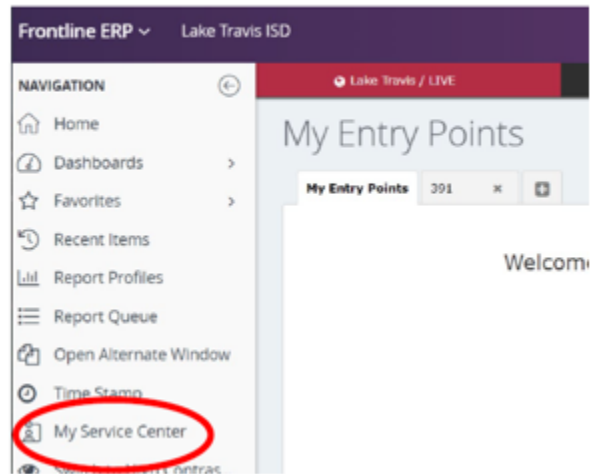


Adding or Editing W-4 Tax Withholding

1. Launch the Frontline ERP website:



2. Select My Service Center from the menu on the left:



3. Follow the security prompts to get the access code.

4. From the left-side menu, click on My Payroll Information and select My Tax Withholding (W-4):



5. Complete the W-4 information. If you are new hire, and submitting a W4 for the first time, please select the earliest date available on the drop-down list. If you are an existing employee making a change, please select the pay date you want this change effective.

PayCheck	SupplementalPay	W-4	Proposed W-4	W-2	Direct Deposit
----------	-----------------	------------	--------------	-----	----------------

New W-4 Details

Payroll Check Start Date: ★

Filing Status: ★

Exempt from Federal Withholding: ★ Yes No

Complete Steps 2-4 ONLY if they apply to you

Step 2 : Use Calculation method for 2 jobs with similar pay:

Step 3a: Multiply number of qualifying children under age 17 by \$2000

Step 3b: Multiply number of other dependents by \$500

Step 3: Dependents Amount

Step 4a: Other Income (Annual Amount)

Step 4b: Deductions (Annual Amount)

Additional amount to be withheld from each Payroll Check: ★

Printable W-4 Form and Instructions [Click here to download](#)

File: No file chosen

If your last name differs from that shown on your social security card, you must call 1-800-772-1213 for a replacement card

To use the Tax estimator : [Click here to open](#)

6. You may use the IRS Tax Estimator to determine how your W-4 should be completed. Please note that Human Resources and Payroll Employees cannot provide tax advice.
7. Once completed, click submit at the bottom of the page.
8. You will be asked to review your selections. Please read the Acknowledgement Statement and click Submit again to send the W4 electronically to our Payroll Department.

Acknowledgement

By selecting the Submit Button you are consenting to the electronic submission of your W-4 information. If you do not want to electronically submit this information please print the W-4 form and submit to the District Payroll Office.