

# View and Modify My Tax Information

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## My Tax Information

If your security permissions allow, you can view and modify your employee tax information.

## Access My Tax Information

You can view, but not edit your federal, state, and local tax information.

**Navigation: Menu > My Info > My Pay > Tax Information**

1. From the **Tax Information** page, select from the following **Jump To** links:
  - General:** Contains rules applied to applicable tax sections. Settings are not specific to each employee.
  - Federal:** Contains Federal tax-related information and data from your Form W-4.
  - State:** Contains state-related tax information and data from your state withholding certificate.
  - Local:** Contains local tax information.

## Add a Tax Withholding Form

You can add state and federal withholding forms in the solution.

**Navigation: Menu > My Info > My Pay > Forms > Withholding**

1. From the **Withholding** page, select **Add New**. The **Add New Withholding** window appears.
2. Select the applicable **year** from the drop-down list.
3. Select **+Add** for the applicable withholding form. The selected form appears.
4. Complete the editable fields as needed.
5. Select from the following options:
  - **Save:** Select this option to keep any changes made to the form.
  - **Submit:** Select this option to submit the form for approval and processing.
  - **Download PDF:** Select this option to download a PDF version of the form.
6. Select the **Back** arrow to return to the **Withholding** page.

**Note:** The **Status** column on the **Withholding** page indicates each form's status.

- **New:** The form has been created.
- **Employee Completed:** The form has been submitted for approval.
- **Processed:** The form has been approved and changes have been processed.