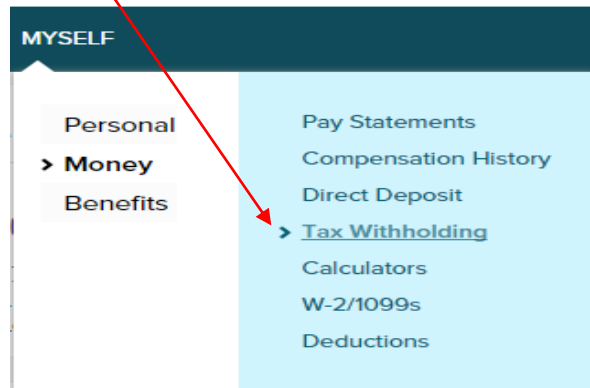




## Tax Withholding Update Instructions

**Federal W-4** The Federal W-4 Form is stored electronically within Vantage once you hit SAVE. You do not need to print and provide anyone a copy.

Click on Myself>> Money>> Tax Withholding.



The Federal W-4 form will appear. Complete the form as outlined below accordingly. **Required fields** are circled in **RED** in the screen shot below and identified in **RED** after each bullet below with a preceding **\***.

- **\*Marital Status:** Select from Drop Down
- **\*Total number of allowances you are claiming:** Enter the numerical value
- **Additional amount, if any, you want withheld from each paycheck:** Select the Amount or Percent radio button, then enter the numerical value accordingly.
- **Review the rest of the fields identified inside the  and check if applicable.**
- **\*Please agree to the following:** Read and check these two boxes.
- **\*Save:** You have completed your Federal W-4 electronically.
  - Only click on “Reset” if wish to start all over in completing the form before saving.

# Tax Withholding

## Federal

Use this electronic Form W-4 to make changes to your federal tax withholding. To determine your number of allowances, click [W-4 Calculator](#) to access the IRS Withholding Calculator. Changes will go into effect at the next pay cycle.

### Form W-4

Department of the Treasury  
Internal Revenue Service

### Employee's Withholding Allowance Certificate

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

OMB No. 1545-0074  
2015

If this address information is incorrect [CLICK TO UPDATE](#).

Name  Street   
City/Town  State  ZIP Code

Note: If married, but legally separated, or spouse is a nonresident alien, select "Single" Marital Status.

Marital Status \*

- Check here if you are a nonresident alien.
- Check here if your last name differs from that shown on your social security card. (You must call 1-800-772-1213 for a replacement card.)

Total number of allowances you are claiming \*

Additional amount, if any, you want withheld from each paycheck  
  Amount  Percent

I claim exemption from withholding for 2015 and I certify that I meet both of the following conditions for exemption. Last year I had a right to 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.

- Check here if you meet both conditions and you will be Exempt.

[Click here](#) to view the [Privacy Act](#) and [Paperwork Reduction Act Notice](#).

#### Please agree to the following

- By selecting this check box and clicking **Save**, you have agreed to the following statement: I authorize my employer, or its service or payroll provider, to make the income tax withholding from these selections. The elections I make will be in effect, unless superseded by law. In the unlikely event of an error, I authorize my employer, or its service or payroll provider, to make adjustments to correct the error.
- By selecting this check box and clicking **Save**, you have agreed to the following statement: 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.

By saving these changes I agree that my intention is to change my federal tax withholding information and by agreeing to the "penalty of perjury" statement I am creating an Electronic signature.

RESET

SAVE

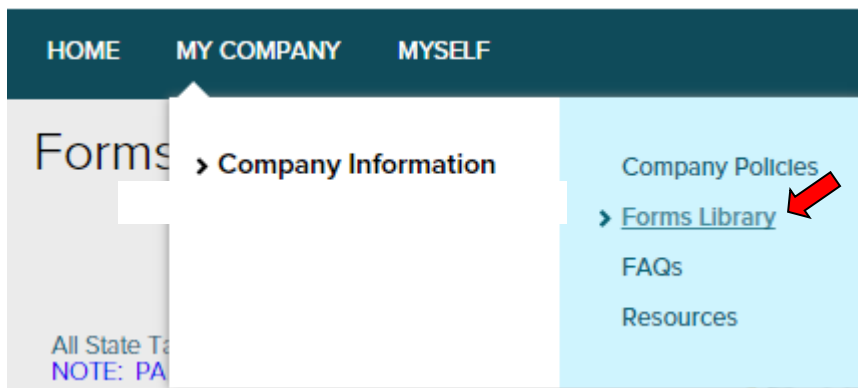
## State, Local (if applicable) & Reciprocity States

Before proceeding in completing State and/or Local Tax forms sections identified with  below, please note the following:

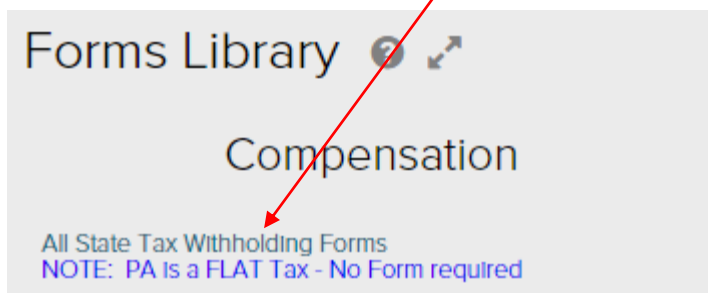
- ✚ **Electronic States** – The following states allow the Federal W-4 as their state withholding form and do NOT require a separate tax form for their state. However, IF you wish to select a different Marital Status and/or Number of Allowances than your Federal W-4, you will need to provide a separate withholding form for your state. Please follow the instructions below “State Withholding Form Completion”.
  - **Electronic States are:** AR, CA, CO, DE, GA, ID, KS, MA, MN, MO, MT, NE, NJ, NM, NY, ND, OK, OR, PA, RI, SC, UT, VT, VA, WV
- ✚ **No Income Tax Withholding States are:** AK, FL, NV, NH, SD, TN, TX, WY, WA
  - You may SKIP the State & Local (if applicable) Section as it is N/A! 😊

### State Withholding Form Completion:

- Click on My Company
- Click on Forms Library



Click on “All State Tax Withholding Forms” under Compensation



The BLS site will open up in a NEW tab in your Browser as shown below:



➤ Scroll down to find your “Worked In” state. Click on the State Tax Withholding Form for the State that you WORK in (NOT reside in, if different!).

➤ It will open up that state’s link as shown below for you to click on:

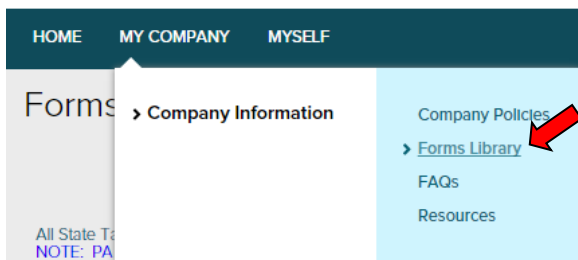


- Click on the link
- Some States the form will open right up. Some States will require you to select their State Withholding Certificate from their site before it will open up.
- Complete the form including Signature and Date.
- Provide to your PC Payroll Coordinator immediately!



### Local Withholding Form Completion:

- Click on My Company
- Click on Forms Library



- PA Worked In / Lived In – Click on the PA Residency Certification Form – Complete and provide to your PC Payroll Coordinator.

[PA Residency Certification Form](#)

**NOTE: Provide to your Payroll Coordinator for ER Section completion**

All other states that require separate Local Tax Forms please see your PC Payroll Coordinator for assistance.



## Reciprocity State Form Completion:

- Below please find a list of Reciprocity states. To obtain the Reciprocity form for completion, simply type the Exemption Form Name in Google search to locate the State Reciprocity Form. Provide the completed Reciprocity Form to your PC Payroll Coordinator.

### Reciprocity Agreements

State	Reciprocity State	Form
Illinois	Iowa, Kentucky, Michigan, Wisconsin	IL-W-5-NR
Indiana	Kentucky, Michigan, Ohio, Pennsylvania, Wisconsin	WH-47
Iowa	Illinois	44-016
Kentucky	Illinois, Indiana, Michigan, Ohio, Virginia, West Virginia, Wisconsin	42A809
Maryland	Pennsylvania, Virginia, Washington DC, West Virginia	MW 507
Michigan	Illinois, Indiana, Kentucky, Minnesota, Ohio, Wisconsin	MI-W4
Minnesota	Michigan, North Dakota	MWR
Montana	North Dakota	NR-2
New Jersey	Pennsylvania	NJ-165
North Dakota	Minnesota, Montana	NDW-R
Ohio	Indiana, Kentucky, Michigan, Pennsylvania, West Virginia	IT-4NR
Pennsylvania	Indiana, Maryland, New Jersey, Ohio, Virginia, West Virginia	REV-419
Virginia	Kentucky, Maryland, Pennsylvania, Washington DC, West Virginia	VA-4
Washington DC	If you work in D.C. and are a resident of any other state, you do not have to pay D.C. income taxes on wages.	D-4A
West Virginia	Kentucky, Maryland, Ohio, Pennsylvania, Virginia	WV/IT-104R
Wisconsin	Illinois, Indiana, Kentucky, Michigan	W-220