

# Update Withholding Elections (Federal and/or State Tax)

## Overview

Update your Marital Status and number of allowances for Federal and/or State tax.

**Who Does This:** Employees

## Things to Know:

- You may update your tax withholding elections throughout year
- Marital Status and number of allowances effect amount of Federal and/or State tax withheld each pay period
- If you need assistance selecting your Federal and/or State tax elections, we recommend consulting with a tax accountant. Information on Federal tax election is also available at [www.irs.gov](http://www.irs.gov).



Pay

### Step 1

Choose the **Pay** worklet.

### Actions

Withholding Elections

Payment Elections

### Step 2

Click on **Withholding Elections**

## Withholding Elections

Actions

Home Address

Social Security Number

Federal Elections

State Elections

Local Elections

Tax Allocations

### Step 3

Choose **Federal Elections** to update your Federal tax withholdings.

Or choose **State Elections** to update your State tax withholdings.


Update


### Step 4

Click on **Update** near the bottom of the screen.

## Complete Federal Elections

Worker

Company \* X CoorsTek Inc  5

Effective Date \* 11 / 06 / 2017  6


Cancel


OK


OR


## Complete State and Local Withholding Elections

Worker

Company \* X CoorsTek Inc  5

Effective Date \* 11 / 06 / 2017  6


State \* X Colorado  6

Withholding Form Type \* X W-4 - Withholding  6

Cancel

OK

### Step 5

Review the information related to your withholding election. Use the calendar icon to adjust the effective date, if needed. 

### Step 6

Click OK.

**W-4 Data**

View Blank Form

Nonresident Alien

If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Last Name Differs from SS

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

Marital Status  7

If married, but legally separated, or spouse is a nonresident alien, choose "Single"

Number of Allowances  8

Total number of allowances you are claiming (from the applicable worksheet on the Form W-4 instructions).

Additional Amount  9

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

Exempt

I claim exemption from withholding for 2017 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.  
If you meet both conditions, click the Exempt Box.

**LEGAL NOTICE**

Your Name and Password are considered as your "Electronic Signature" and will serve as your confirmation of the accuracy of the information being submitted. When you click in the "I Agree" checkbox, you are certifying that:

- Under penalties of perjury, you declare that you have examined this certificate and to the best of your knowledge and belief, it is true, correct, and complete.
- You understand that your payroll tax withholding election is a legal and binding transaction.
- You understand that all submissions are contingent upon acceptance by your Payroll representative.

If you do not wish to use the electronic signature option, please contact your Payroll Department for a paper copy of the form. The form is not valid without a signature.

I Agree  10

11

For state taxes, follow the on-screen prompts which may differ from Steps 7 – 10 below.

Note: You may click View Blank Form (if available) for more detailed instructions.

**Step 7**  
Use the list icon to select Marital Status.

**Step 8**  
Enter number of allowances.

**Step 9**  
Enter additional dollar amount to be withheld (Optional).

**Step 10**  
Click in the "I Agree" box to agree to the Legal Notice.

**Step 11**  
Click **OK** to save.

**What happens next?** Depending on the timing of your update and the effective date you chose, you will typically see your change on the next pay slip or the one following. Refer to the Payroll Calendar for pay period details.

**What if I need to make additional changes?** If you need to make additional changes, repeat the steps above and update withholdings.