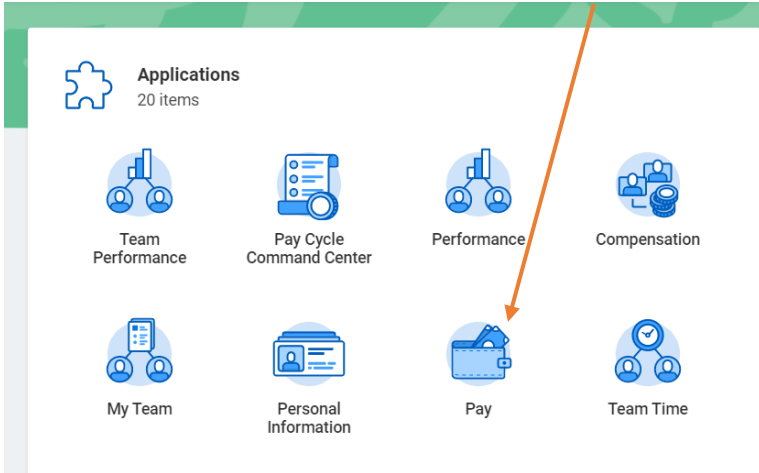
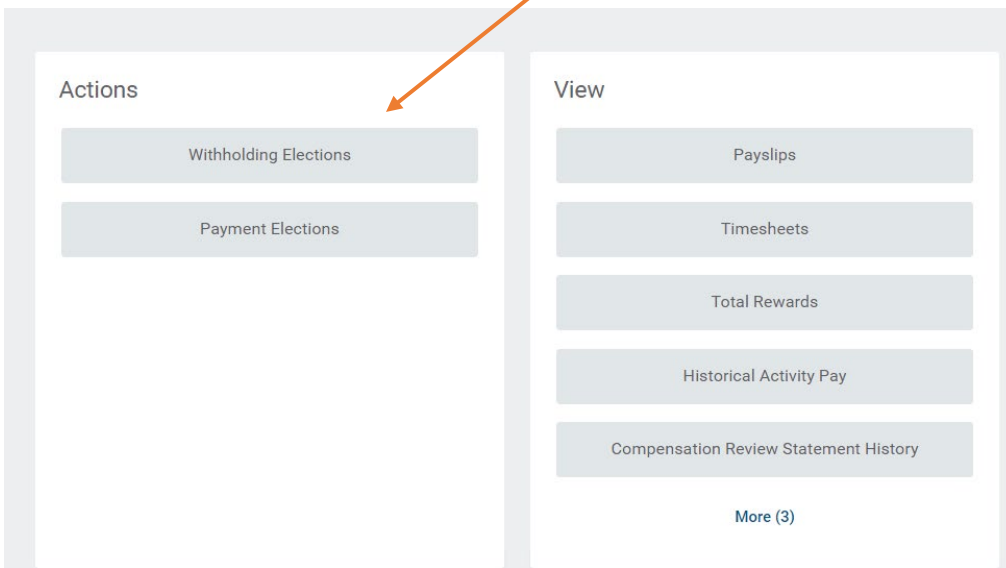


FOR INSTRUCTIONS ON HOW TO LOG INTO WORKDAY GO TO: [workday.risd.edu](http://workday.risd.edu)

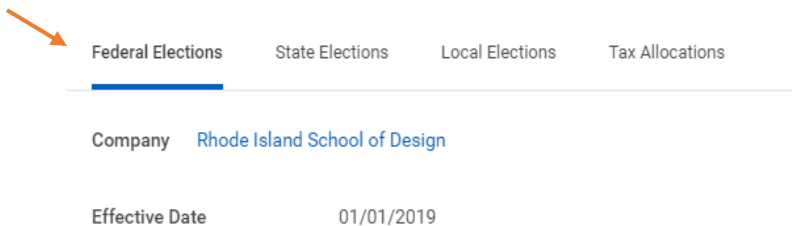
Sign into Workday and then choose the "PAY" icon



From the next page please choose "WITHHOLDING ELECTIONS"



CHOOSE YOUR FEDERAL OR STATE ELECTIONS TO UPDATE BY CLICKING ON THE TOP ROW.



FILL OUT YOUR W-4 INFORMATION AND CLICK BOTH THE "I AGREE" AND "OK" BUTTONS.

## W-4 Data

[View Blank Form](#)

Step 1:

Marital Status \*

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App), and privacy.

Step 2:

Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do only one of the following:

- (a) Use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) for most accurate withholding for this step (and Steps 2-4); or
- (b) Use the Multiple Jobs Worksheet on page 2 and enter the result in Step 4(c) below for roughly accurate withholding; or
- (c) If there are only two jobs total, you may check the box above. Go the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld.

TIP: To be accurate, submit a 2021 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 2-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 2-4(b) on the Form W-4 for the highest paying job.)

Step 3:

Claim Dependents

If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Number of Qualifying Children Under Age 17

Total Amount for Qualifying Children 0.00

Number of Other Dependents

Total Amount for Other Dependents 0.00

Calculated Total Dependent Amount 0.00

Override Total Dependent Amount

Step 4 (optional):

Other Adjustments

(a) Other Income (not from jobs)

Other Income (not from jobs): if you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income.

(b) Deductions

Deductions: if you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 2 and enter the result here.

(c) Extra Withholding

Extra Withholding: Enter any additional tax you want withheld each pay period.

Exempt

Exempt: You had no federal income tax liability in 2020 and you expect to have no federal income tax liability in 2021. Note: By checking the Exempt box you will have no federal taxes withheld.

Nonresident Alien

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

Step 5:

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:

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

If you do not wish to use the electronic signature option, print a paper copy of the form. The form is not valid without a signature.

I Agree \*

OK

Cancel

FOLLOW THE SAME INSTRUCTIONS FOR YOUR "STATE ELECTIONS"