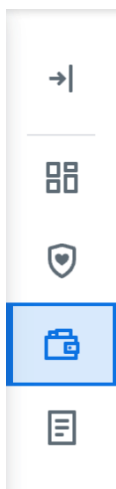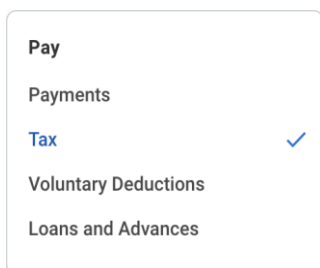# Change W-4 Elections

This How-To Guide covers how to make **changes to W-4 elections**.

Start Here

1. Open **Google Chrome**.

2. Navigate to **Workday**.

3. If prompted, log in with your **College email** and **password**.

4. In the top-left corner, select **Menu**.

5. Select the **Benefits and Pay** app from your menu.

6. From the Navigation Pane (to the left of the window), select the **Pay icon**.

7. From the menu that opens, select **Tax**.

8. Locate the **Tax Elections** section to view your current withholding choices for **Federal**, **State**, **Local** and **Work**.

9. To change your Withholding Elections, select the **Update** button under the category you want to edit **(Federal Withholding Elections or State/Local Withholding Elections)**

10. A date selection dialogue box will appear; select **OK** to continue.

   • **Federal Withholding Elections:**
   An electronic **W-4 Data** form will open where you can enter your federal withholding changes. You may also select **View Blank Form** to download a PDF version.

   • **State/Local Withholding Elections:**
   A **State and Local Withholding Elections** screen will open, where you can enter or update your state and local withholding details.

11. After making any edits, check the **checkbox** next to **I Agree**. This is a required step and serves as your digital signature.

12. Select **OK** to save your changes.

Have Questions? For assistance, please contact help@brynmawr.edu or 610-526-7440.