

# HOW TO CHANGE YOUR W-4 IN RECORDS

First go to classlink



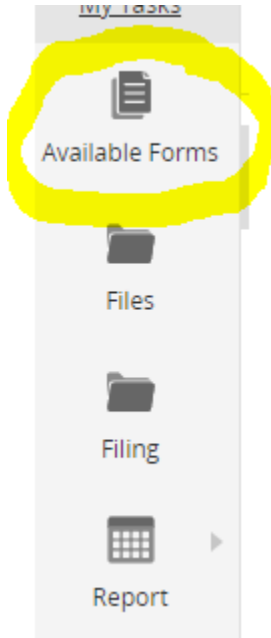
Then find the employee resources folder



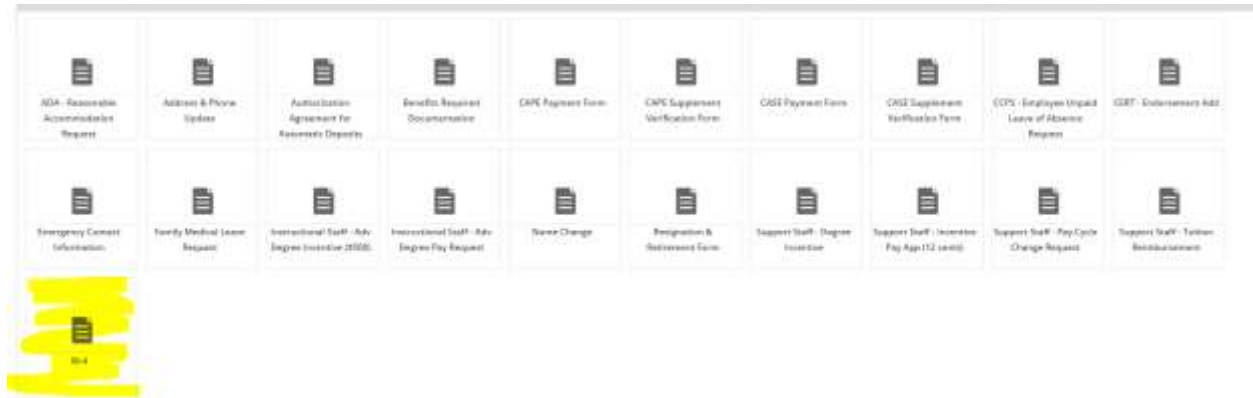
Go to Records



In records click on Available Forms



Find the W-4 form



Click Yes

A document already exists in this sleeve.  
If you add a new document, the current document will be archived.  
Do you want to add a new document?

Complete the new W-4 form.

A screenshot of the 2020 W-4 form, titled "Employee's Withholding Certificate". The form includes fields for name, address, Social Security number, and marital status. It also has sections for "Check your withholding" and "Check your allowances". The year "2020" is prominently displayed in the top right corner.

When complete

A screenshot of the form completion interface. It shows a text input field with the label "retirement income." and a dropdown menu. Below the input field are three buttons: "CANCEL", "PRINT AS PDF", and "SAVE". The "SAVE" button is circled in green.

This completes the form and it will be sent to payroll for processing.

