



## Onboarding Instructions Explanation of Form Fields/Questions



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### Form: K-4 Kentucky Withholding Certificate

1. **First Name\***: *auto-filled from submission of User Information form*
2. **Middle Name**: *auto-filled from submission of User Information form*
3. **Last Name\***: *auto-filled from submission of User Information form*
4. **Address Line 1**: *auto-filled from submission of User Information form*
5. **Address Line 2**: *auto-filled from submission of User Information form*
6. **City**: *auto-filled from submission of User Information form*
7. **State**: *auto-filled from submission of User Information form*
8. **Zip**: *auto-filled from submission of User Information form*
9. **Social Security Number (SSN)\***: *auto-filled from submission of User Information form*
10. **Additional amount, if any, you want withheld from each paycheck (K-4)**: Form is defaulted to 0.  
Change the amount if you wish to have additional withholding, otherwise leave it as 0 for submission.

Select **Review** once finished, to review the information you entered prior to submission.

If corrections are needed, select **Back** to return to the form to make your corrections. If no corrections are needed, select **Sign** to apply your electronic signature for submission. This process will require you to re-enter your username and password.

Remember that once submitted and prior to your hire date, you cannot make changes without seeking assistance from your agency HR office. After your hire date and once you receive access to the Kentucky Human Resource Information System (KHRIS) Employee Self-Service (ESS), you can make adjustments as needed.

Once submitted, select **Done** to close the form. This completed form will be stored under Profile/Snapshot/Documents.