



Onboarding Instructions Explanation of Form Fields/Questions



Form: W-4 Employee's Withholding Allowance Certificate

1. **First Name***: *auto-filled from submission of User Information form*
2. **Middle Initial**: Enter middle initial
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*

Step 1: Filing Status*: Select from the drop-down menu of options: *Single* (or Married filing separately), *Married* (filing jointly or Qualifying widow(er)), *Head of Household* (Select only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual)

Step 2: Multiple Jobs or Spouse Works: Check the appropriate box to indicate whether you hold more than one job at a time or are married filing jointly and your spouse also works.

Step 3: Dependent(s) Amount (Annual): Use this field to claim dependents. If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly), multiply the number of qualifying children under age 17 by \$2,000. Then multiple the number of other dependents by \$500. Add the amounts and enter here.

Step 4(a): Other Income (Annual): 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.

Step 4(b): Deductions Amount (Annual): If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the [Deductions Worksheet](#) and enter the result here.

Step 4(c): Extra Withholding, if any, you want withheld each paycheck: Enter any additional tax you want withheld each pay period.

If your last name differs from that shown on your social security card, check here. If it differs you should contact the Social Security Administration for correction.

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.