## How Employees View, Print, and Update W4

- 1. Login to RiverGuide.
- 2. Click the **Employee Dashboard** tile.

Pay Information
Latest Pay Stub: 01/27/2023
Earnings
Benefits
Taxes

3. Click "Taxes."

Federal Withholding Tax
Filing Status: Single
Status: Active
Number of Allowances: 0
Additional Withholding:

- 4. Review the information in the **Federal Withholding Tax** section.
  - a. If the information seen there needs to be changed, proceed to Step 5.
  - b. If the information seen is accurate and you'd like to print your W4, proceed to Step 9.
  - c. If the information seen there is accurate, no change is needed. Stop here.
- 5. Click "W-4 Employee's Withholding Allowance Certificate."

W-4 Employee's Withholding Allowance Certificate

6. Click "Update" towards the bottom, center of the screen.

History · Update · Contributions or Deductions

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W2 Year End Earnings Statement
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- 7. Fill in the appropriate fields.
  - a. Remember to set the "Effective Date of Change" to a date after your last pay period.

Certify Changes

- 8. Click "Certify Changes" and then "OK" in the pop-up.
- 9. If you would like a printed copy, click "W-4 Employee's Withholding Allowance Certificate."



10. Click "Print."