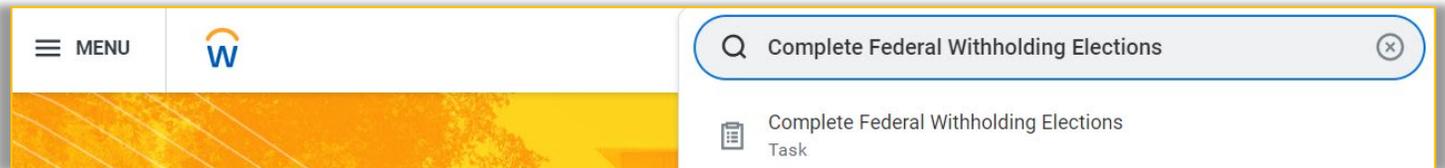




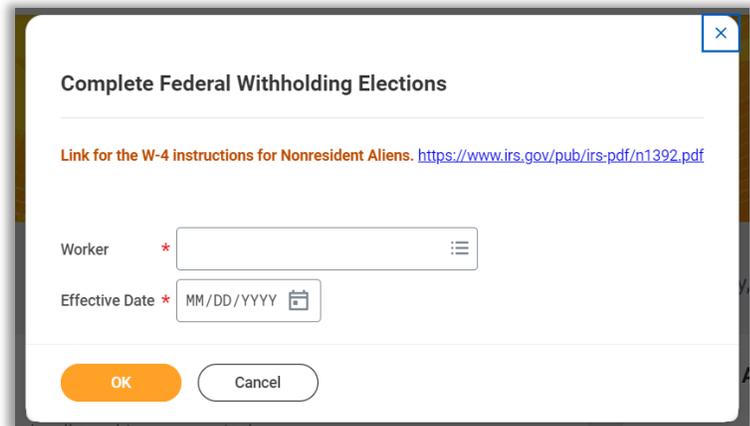
Change Tax Withholding Elections For Federal W-4 or State DE-4

CHANGE FEDERAL TAX WITHHOLDING ELECTIONS

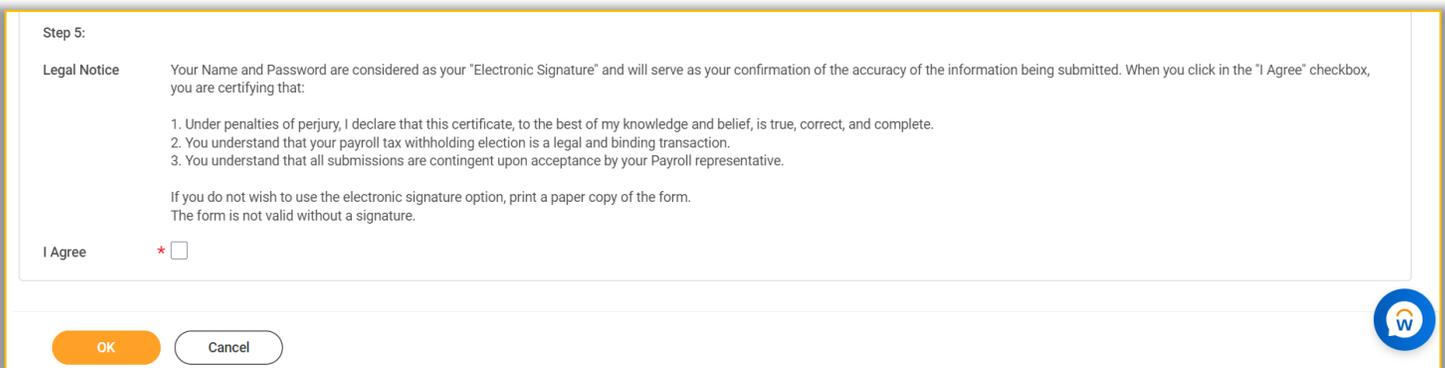
1. From the Workday homepage, navigate to the search bar and enter “Complete Federal Withholding Elections.” Click on the related task and a pop-up will appear.



2. Enter your name under “Worker,” select an effective date and click the **OK** button to begin making your changes.



3. The **W-4 Employee’s Withholding Certificate** page will appear on the screen. Follow the prompt and enter your information. The **Marital Status** field and **I Agree** checkbox are required fields.
4. Click the **OK** button to confirm your information and complete the task.

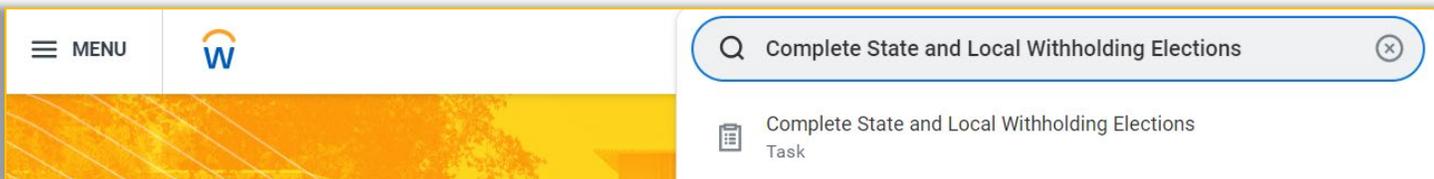


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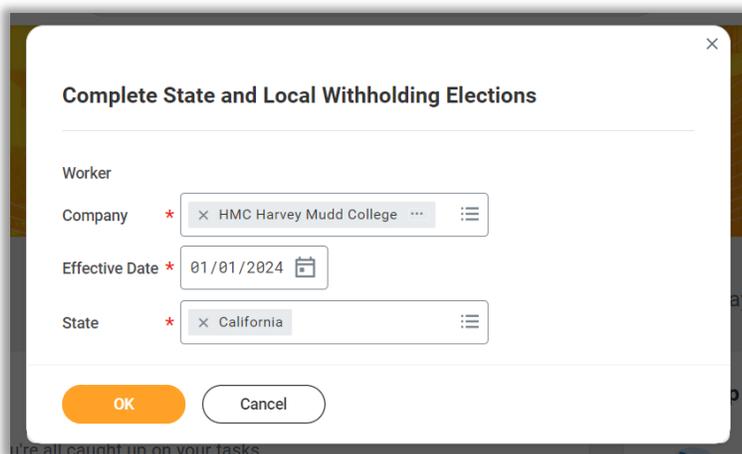
Change Tax Withholding Elections For Federal W-4 or State DE-4

CHANGE STATE TAX WITHHOLDING ELECTIONS

1. From the Workday homepage, navigate to the search bar and enter “Complete State and Local Withholding Elections.” Click on the related task and a pop-up will appear.



2. The **Company** field will default to HMC. The **Effective Date** field will default to today’s date. *This date can be future-dated but not back-dated.* The **State** field will default to California. Click the **OK** button to begin making your changes.



3. The **Complete State and Local Withholding Elections** page will appear on the screen. Follow the prompt and enter your information. The **Filing Status** field is a required field.
*Tip: Click on the **View Blank Form** button if you need assistance completing the form or to view Form DE-4 (also available on the CA EDD website).*

4. Click the **OK** button to confirm your information and complete the task.

