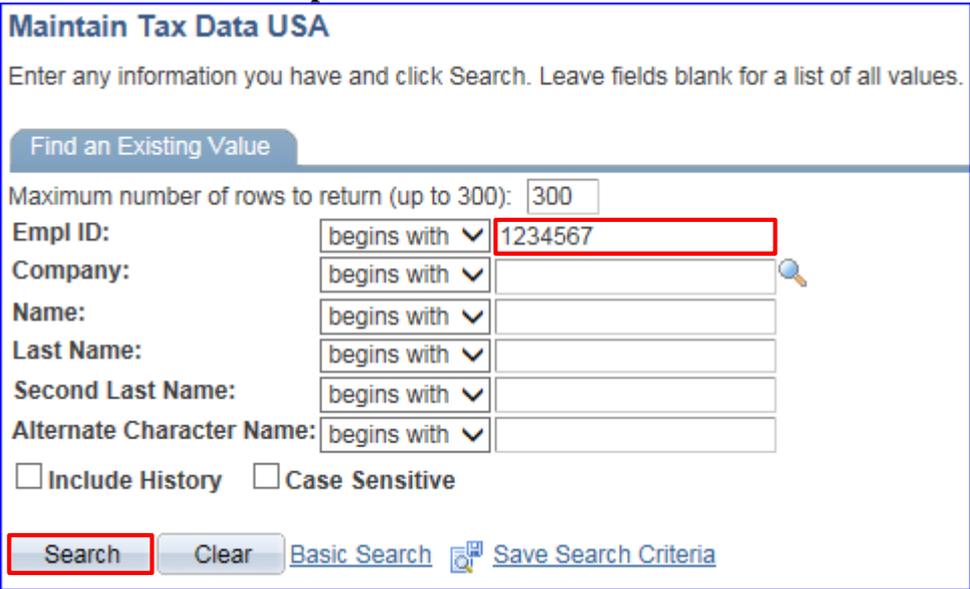


# Federal Tax Withholding

**Introduction** This guide provides the procedures on how to change a member's Federal Tax withholding.

**Procedures** See below.

Step	Action
1	<p>Select the <b>Maintain Tax Data USA</b> link from the Active &amp; Reserve Pay Shortcuts.</p>  <p>The screenshot shows a window titled "Active &amp; Reserve Pay Shortcuts" with a grid of links. The link "Maintain Tax Data USA" is highlighted with a red rectangular box.</p>
2	<p>Enter the member's <b>Empl ID</b> and then click <b>Search</b>.</p>  <p>The screenshot shows the "Maintain Tax Data USA" search interface. It includes a search bar with a "Find an Existing Value" button, a "Maximum number of rows to return (up to 300):" field set to "300", and several search criteria fields: "Empl ID:", "Company:", "Name:", "Last Name:", "Second Last Name:", and "Alternate Character Name:". The "Empl ID:" field contains "1234567" and is highlighted with a red box. Below the fields are checkboxes for "Include History" and "Case Sensitive". At the bottom, there is a "Search" button (highlighted with a red box), a "Clear" button, and links for "Basic Search" and "Save Search Criteria".</p>

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# Federal Tax Withholding, Continued

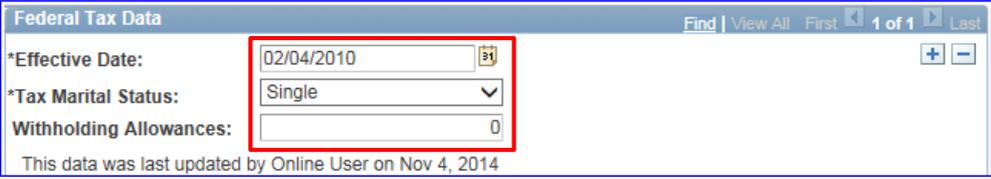
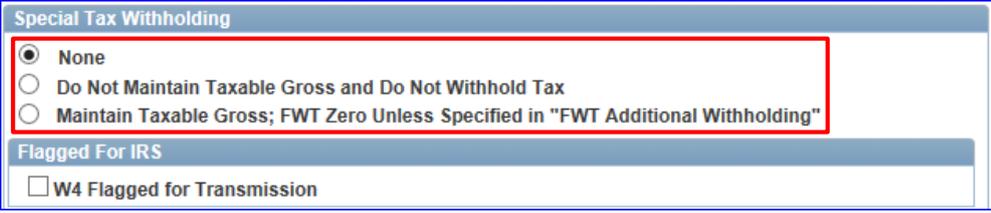
Procedures,  
continued

Step	Action
3	<p>The member's <b>current</b> Federal Tax Data will display. Click the <b>plus</b> button to add a new row.</p> <div data-bbox="363 562 1385 1753" style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black;"> <span>Federal Tax Data</span> <span>State Tax Data</span> </div> <p><b>Joe Coastie</b> ID: 1234567</p> <p>Company: ACG Company Name: Active CG</p> <div style="border: 1px solid black; padding: 2px;"> <p>Federal Tax Data <span style="float: right;">Find   View All First 1 of 1 Last</span></p> <p>*Effective Date: 02/04/2010 <span style="float: right;">+</span></p> <p>*Tax Marital Status: Single</p> <p>Withholding Allowances: 0</p> <p><small>This data was last updated by Online User on Nov 4, 2014</small></p> <div style="border: 1px solid black; padding: 2px;"> <p><b>Special Tax Withholding</b></p> <p><input checked="" type="radio"/> None</p> <p><input type="radio"/> Do Not Maintain Taxable Gross and Do Not Withhold Tax</p> <p><input type="radio"/> Maintain Taxable Gross; FWT Zero Unless Specified in "FWT Additional Withholding"</p> </div> <div style="border: 1px solid black; padding: 2px;"> <p><b>Flagged For IRS</b></p> <p><input type="checkbox"/> W4 Flagged for Transmission</p> </div> <div style="border: 1px solid black; padding: 2px;"> <p><b>W-4 Processing</b></p> <p><input checked="" type="radio"/> None</p> <p><input type="radio"/> Notification Sent</p> <p><input type="radio"/> New W-4 Received</p> </div> <div style="border: 1px solid black; padding: 2px;"> <p><b>FWT Additional Withholding</b></p> <p>Amount: <input type="text"/> Percentage: <input type="text"/></p> </div> <div style="border: 1px solid black; padding: 2px;"> <p><b>Special Tax Other</b></p> <p><input checked="" type="checkbox"/> Exempt from FUTA <input type="checkbox"/> Use Total Wage for Multi State</p> </div> <div style="border: 1px solid black; padding: 2px;"> <p><b>Lock-In Details</b></p> <p><input type="checkbox"/> Letter Received <span style="float: right;">Limit on Allowances: <input type="text" value="0"/></span></p> </div> <div style="border: 1px solid black; padding: 2px;"> <p><b>Earned Income Credit</b></p> <p>*Earned Income Credit: Not Applicable</p> </div> <div style="border: 1px solid black; padding: 2px;"> <p><b>W-5 Processing</b></p> <p><input checked="" type="radio"/> None</p> <p><input type="radio"/> Notification Sent</p> <p><input type="radio"/> New W-5 Received</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>Save</span> <span>Return to Search</span> <span>Notify</span> <span>Update/Display</span> <span>Include History</span> </div> </div>

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# Federal Tax Withholding, Continued

Procedures,  
continued

Step	Action
4	<p>The <b>Effective Date</b> will default to the current date but can be updated. In the new system the change will occur during the current pay period vice the following month. Use the drop down to select the member's <b>Tax Marital Status</b>. Then enter the number of <b>Withholding Allowances</b> the member claimed on their W-4 form.</p>  <p>The screenshot shows a form titled "Federal Tax Data" with a search bar at the top right. Below the search bar are three fields: "*Effective Date:" with a date picker set to "02/04/2010", "*Tax Marital Status:" with a dropdown menu set to "Single", and "Withholding Allowances:" with a text input set to "0". A footer note states "This data was last updated by Online User on Nov 4, 2014".</p>
5	<p>The Special Tax Withholding will default to None. <b>Do not</b> select the Do Not Maintain Taxable Gross and Do Not Withhold Tax option <b>unless</b> the member is a resident of and is stationed in Puerto Rico or Northern Marianas, and they indicated "Exempt" status on line 7 of their W-4 form. If the member has an amount to be entered in the <b>FWT Additional Withholding</b> field (Step 6), select the Maintain Taxable Gross; FWT Zero Unless Specified in "FWT Additional Withholding" option.</p>  <p>The screenshot shows a form titled "Special Tax Withholding" with three radio button options. The first option, "None", is selected. The second option is "Do Not Maintain Taxable Gross and Do Not Withhold Tax". The third option is "Maintain Taxable Gross; FWT Zero Unless Specified in 'FWT Additional Withholding'". Below these options is a section titled "Flagged For IRS" with a checkbox for "W4 Flagged for Transmission".</p> <p><b>Note:</b> The Flagged For IRS is not an applicable field and the W4 Flagged for Transmission <b>should not</b> be checked.</p>
6	<p>Enter the <b>dollar amount</b> (if any) of additional tax to be withheld <b>per pay check</b> (not monthly). This amount must be in whole dollars.</p>  <p>The screenshot shows a form titled "W-4 Processing" with three radio button options: "None" (selected), "Notification Sent", and "New W-4 Received". Below this is a section titled "FWT Additional Withholding" with two input fields: "Amount:" and "Percentage:". Below that is a section titled "Special Tax Other" with two checkboxes: "Exempt from FUTA" (checked) and "Use Total Wage for Multi State".</p> <p><b>Note:</b> The W-4 Processing is not an applicable field and <b>should not</b> be used. The Special Tax Other is also a non-applicable field but Global Pay will automatically check the Exempt from FUTA box.</p>

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## Federal Tax Withholding, Continued

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Procedures,  
continued

Step	Action
7	<p>The Lock-In Details is a field <b>only used by PPC</b>. The Earned Income Credit and W-5 Processing are both non applicable fields and should be left as Not Applicable and None. Now, click <b>Save</b>.</p> <div data-bbox="359 600 1385 967"><p><b>Lock-In Details</b></p><p><input type="checkbox"/> Letter Received <span style="float: right;">Limit on Allowances: <input type="text" value="0"/></span></p><hr/><p><b>Earned Income Credit</b></p><p>*Earned Income Credit: <input type="text" value="Not Applicable"/> ▼</p><hr/><p><b>W-5 Processing</b></p><p><input checked="" type="radio"/> None</p><p><input type="radio"/> Notification Sent</p><p><input type="radio"/> New W-5 Received</p><hr/><p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Update/Display"/> <input type="button" value="Include History"/></p></div>

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