

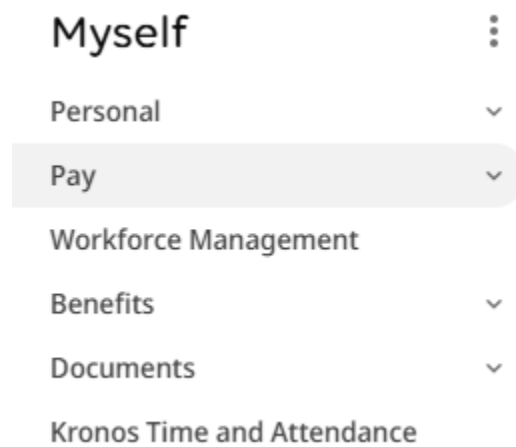
Updating your W-4



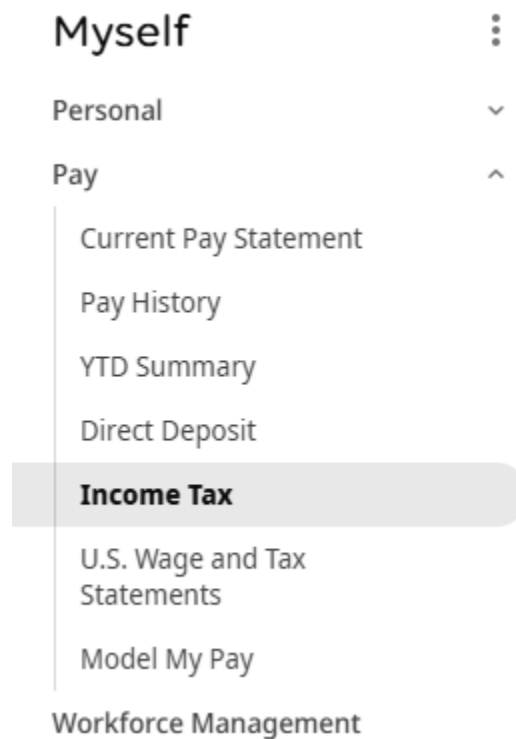
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Tools/Systems	Ultipro
Notes:	How to make changes to your W4.

1. When logging into Ultipro navigate to the pay section.



2. Select Income Tax



3. To the right select “Add/Change Withholding Form (W-4)”

Things I can do

For this page

[Add/Change Withholding Form \(W-4\)](#)

For this tab set

[Add Direct Deposit](#)

[Change Paperless Preferences](#)

4. Select “Employee’s Withholding Certificate (W-4)”

Samsung Payroll

Powered by ADP

Income Tax

Withholding Forms (W-4)

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Add/Change Withholding Form (W-4)

Description	Form
Federal	<ul style="list-style-type: none">Employee's Withholding Certificate (W-4)Certificado de Retenciones del Empleado (W-4(SP))Employee's Withholding Certificate (W-4 (Non-Resident Alien))Employees Withholding Certificate for Pension or Annuity Payments (W-4P)

Current Withholding Forms

Description	Form	Filing Status	Multiple Jobs	Claimed Allowances	Additional Allowances	Regular Wages					Exempt From Tax	
						Claimed Dependents Total	Other Income	Deductions	Additional Amount	Block Withholding		
Federal Income Tax	Paper	Single/Married filing separately				\$0.00	\$0.00	\$0.00	\$0.00			

5. Fill out the form as it applies to you. *Please note, if you have any questions on what you should select you will need to consult a personal tax advisor.*

The screenshot shows the 'Federal Tax Form W-4' form in the Samsung Payroll system. The form is titled 'Withholding - Federal' and 'Federal Tax Form W-4'. It includes sections for 'Are your paychecks subject to Federal income tax?', 'Step 1: Personal Information - Filing Status', 'Step 2: Do you hold more than one job at a time?', 'Step 3: Claim Dependent and Other Credits', and 'Step 4: Other Adjustments'. The 'Step 4' section has three sub-sections: 'a. Other Income', 'b. Deductions', and 'c. Extra withholding', each with a corresponding input field set to '\$ 0.00'.

6. Select next. Review the information filled out on your W-4. Select the box, then sign and save.

This screenshot shows the same 'Federal Tax Form W-4' form, but with the 'Sign & Save' button highlighted by a red circle. The form is titled 'Withholding - Federal' and 'Federal Tax Form W-4'. It includes sections for 'Are your paychecks subject to Federal income tax?', 'Step 1: Personal Information - Filing Status', 'Step 2: Do you hold more than one job at a time?', 'Step 3: Claim Dependent and Other Credits', and 'Step 4: Other Adjustments'. The 'Step 4' section has three sub-sections: 'a. Other Income', 'b. Deductions', and 'c. Extra withholding', each with a corresponding input field set to '\$ 0.00'.

7. Your W-4 is now updated. You can view it in the “Current Withholding Forms” section. *Please note it can take 1-2 pay periods to see these changes reflected.*