



Completing **Federal Withholding Elections**

CDWA does not provide tax advice. If you have questions on how to setup your withholdings, please contact your tax professional.

Step 1

Click the dropdown icon and select your **Marital Status**.

Resource: [Choosing the correct filing status](#)

Step 4 (optional)

Enter **Other Adjustments** that you would like to make.

Only enter a value for **(a) Other Income (not from jobs)** if that income is not from another job and won't have withholdings. If you would like an additional amount withheld from your check, enter that value for **(c) Extra Withholding**.

For more information, use the [Deduction Worksheet](#).

If you are a nonresident alien, check the **Nonresident Alien** box and see [Notice 1392](#).

Step 2

Check the **Multiple Jobs or Spouse Works** box if:
 a. You are working multiple jobs; or
 b. You are married filing jointly and your spouse also works.

Resource: [Tax Withholding Estimator](#)

Step 3

Enter your number of **dependents**.

Step 5

Read and agree to the Legal Notice.

- * Check the I Agree box.
- * Click the Submit button.

[Frequently Asked Questions](#)
[Additional Resources](#)