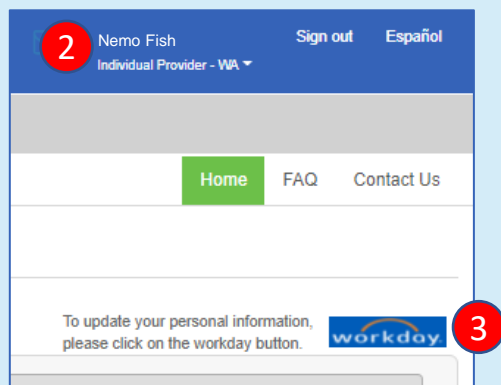


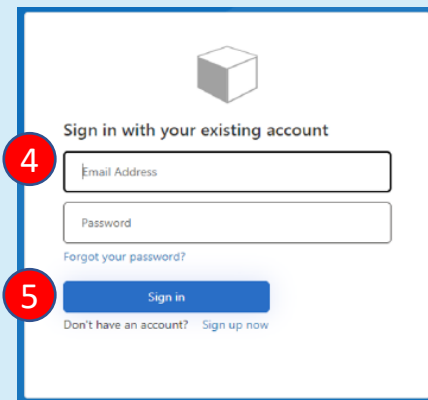
HOW TO:

Change your Federal Withholding Elections (W-4)

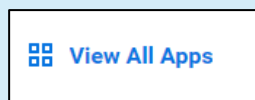
1. Login to **CDWA's DirectMyCare web portal.**
2. Click on your name to go to your User Profile.
3. Click on the Workday button to go to your Workday account.



4. Enter the email address and password you use to log into your **CDWA DirectMyCare** web portal.
5. Click **Sign in** to go to your Workday home page.



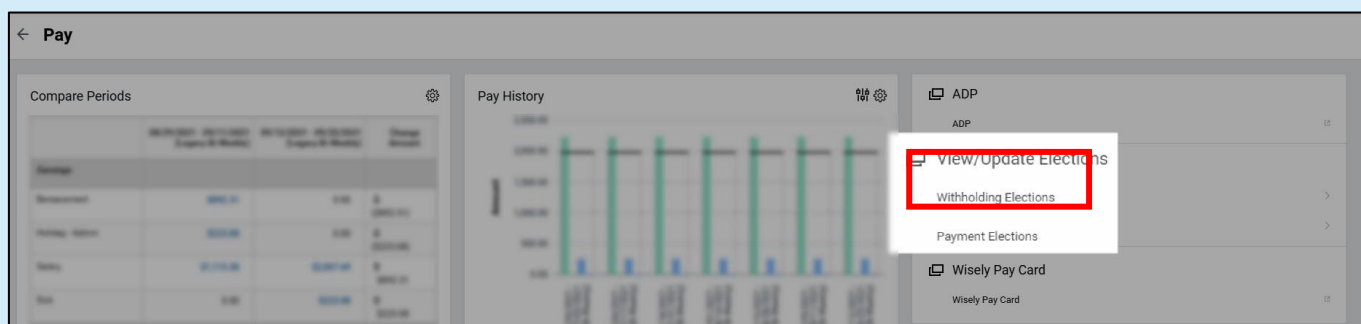
6. Click on **View All Apps.**



7. Click the **Pay** app.



8. Click **the Withholding Elections** in the View/Update Elections Section.



Withholding Elections Apple Pie (WE1001327) ⋮

Home Address 1000 S Way
Seattle, WA 98001
United States of America

Social Security Number XXX-XX-XXXX

Federal Elections State Elections Local Elections Tax Allocations

Company Consumer Direct Care Network Washington

Effective Date 09/21/2021

Lock In Letter

Payroll Withholding Status Head of Household

Multiple Jobs or Spouse Works

Total Dependent Amount 0.00

Other Income 0.00

Deductions 0.00

Extra Withholding 0.00

Exempt

Nonresident Alien

Last Updated 09/21/2021 11:49:25.382 AM

Last Updated By Apple Pie (WE1001327)

Update

Complete Federal Elections

To view the IRS instructions on how to complete the form please select the Effective Date > click OK and use the "View Document" button on the next page to display the form. You can also access the links below for additional information:

IRS FAQs - <https://www.irs.gov/newsroom/faqs-on-the-draft-2020-form-n-4>
IRS Tax Withholding Estimator - <https://www.irs.gov/individuals/tax-withholding-estimator>

Worker Apple Pie (WE1001327)

Company ✕ Consumer Direct Care Network Washington ⋮

Effective Date * 10/07/2021 📅

OK Cancel

9. Verify the information on the pop up is correct, then click **OK**.

10. Click the **Update** button under the Federal Elections tab to edit your elections.

Complete the information on the Withholdings form, then read and agree to the Legal Notice

*Check the I Agree box.

*Click the **Submit** button.

Step 5:

Legal Notice Your Name and Password are considered as your "Electronic Signature" and will serve as your confirmation of the accuracy of the information being submitted. When you click in the "I Agree" checkbox, you are certifying that:

1. Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.
2. You understand that your payroll tax withholding election is a legal and binding transaction.
3. You understand that all submissions are contingent upon acceptance by your Payroll representative.

If you do not wish to use the electronic signature option, print a paper copy of the form.
The form is not valid without a signature.

I Agree *

Submit

Frequently Asked Questions
Additional Resources