

How to Add or Change W-4 Tax Information

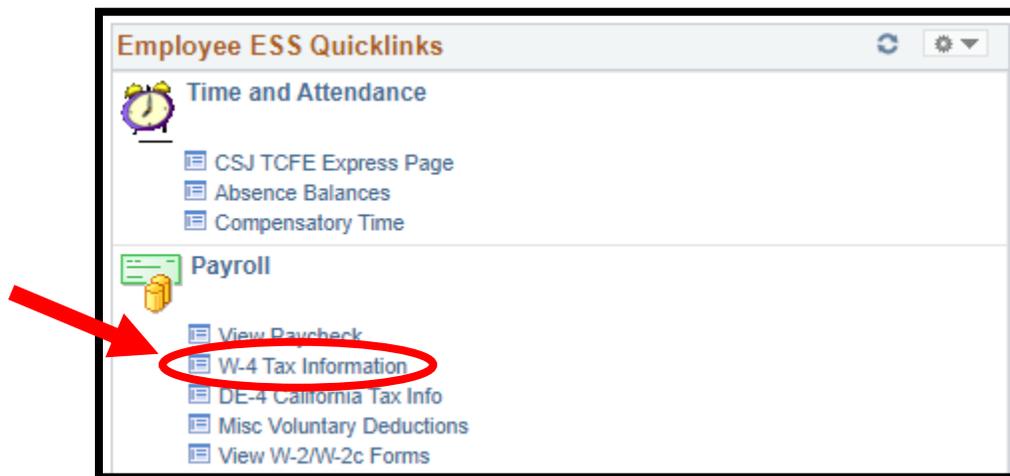
What is a W-4?

The W-4 form helps an employer determine how much Federal income tax to withhold from your paycheck. This also helps to determine how much is returned when your taxes are filed in the beginning of the year with the help of the W-2 form.

The City of San José does not provide tax advice. This material has been prepared for informational purposes only. For questions on how to complete your W-4, please consult with a qualified professional for tax, investment, or legal advice.

How Do I View/Change My W-4?

1. Log in to eWay. If you have not yet logged into your eWay account, please see our "Navigating eWay" guide.
2. In the "Employee ESS and Quicklinks" section under "Payroll", click the link to "W-4 Tax Information".



Onboarding Guides

3. Fill out each section accordingly. Each step has instructions if you are unsure how to fill out the section. Update W-4 information by entering your total number of allowances and the additional amounts you want withheld from each paycheck, if any.

Complete Steps 2 through 4 ONLY if they apply to you. To see if you are exempt from withholding or you about your privacy, see instructions for Form W-4 on the IRS website.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse. The correct amount of withholding depends on income earned from all these jobs.

[View Instructions](#)

Multiple Jobs or Spouse Works

Complete Steps 3 through 4(b) on Form W-4 for only one of these jobs. Leave those steps blank for the (Your withholding will be most accurate if you complete Steps 3 through 4(b) on the Form W-4 for the highest

Step 3: Claim Dependents

[View Instructions](#)

4. After completing the form and any changes, make sure to click the “Submit” button at the bottom of the form to save your edits/changes. Once you click Submit you’ll be taken to a screen where you’ll enter your eWay password to confirm the changes.

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

5. Enter your password and click “Continue”. If you are returned to the W-4 entry screen shown in the previous picture you have done everything correctly and should see your new elections reflected on the screen. No further action is necessary.