

How to update your W-4 form on ADP

If you are unsure of how much you need to withhold, it is recommended that you complete the withholding calculator on the IRS website ([IRS Federal Withholding Calculator](#)).

Why use the Calculator?

The IRS encourages everyone to use the Tax Withholding Estimator to perform a “paycheck checkup.” This will help you make sure you have the right amount of tax withheld from your paycheck. There are several reasons to check your withholding. Checking your withholding can help protect against having too little tax withheld and facing an unexpected tax bill or penalty at tax time next year. At the same time, you may prefer to have less tax withheld up front, so you receive more in your paychecks and get a smaller refund at tax time.

Please note: You will need to gather your most recent pay stubs for you and your spouse, information for other sources of income and your most recent income tax return.

How to Submit your W-4

1. Log in to your ADP account (workforcenow.adp.com)
2. Select the quick link ([Federal Tax Withholding](#))
3. From there it will take you through a wizard where you will be asked all the questions that are on the paper version of the form.
4. Once you complete your federal withholdings, it will prompt you to complete your state withholdings as well.

Helpful Links:

[2021 W-4 Federal Tax Withholding](#)
[How to Fill Out the New Federal W-4 Form for 2021](#)
[2021 Missouri W-4 State Tax Withholding](#)
[Missouri Withholding Calculator](#)

If you have questions, contact Payroll by phone at 314-340-3331 or by email at dorrisb@hssu.edu.