

# TIP SHEET

## Human Resources

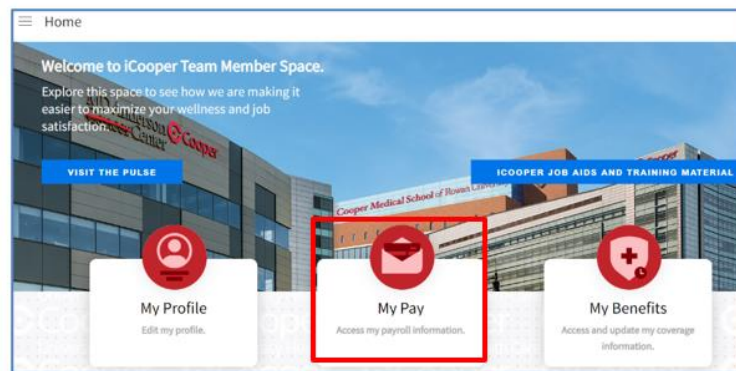
### Purpose: *Complete Tax Forms in the Team Member Space*

This tipsheet is available to assist you with complete the following tax form in Team Member Space:

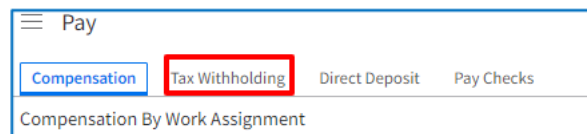
- Federal w-4, Employee's Withholding certificate
- New Jersey NJ-W4, Employee's Withholding Allowance Certificate
- Federal W-4(SP) Certificado de Retenciones del Empleado
- Federal 673, Statement for Claiming Exemption from Withholding on Foreign Earned Income Eligible for Exclusion(s) Provided by Section 911
- Federal 8233, Exemption from Withholding on Compensation for Independent (and Certain Dependent) Personal Service of a Nonresident Alien Individual

## Workflow

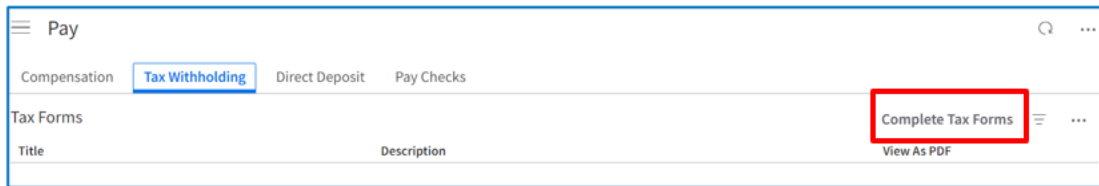
1. Click **My Pay**.



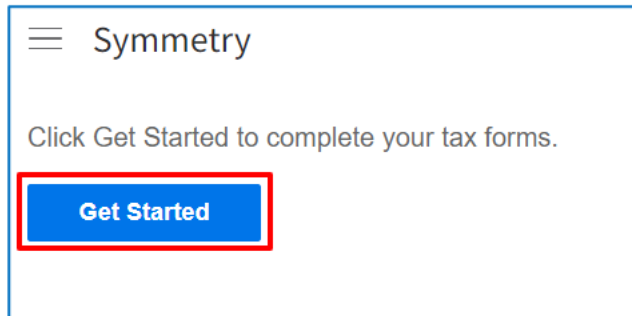
2. On the **Pay** page, select **Tax Withholding** tab.



3. Select **Complete Tax Forms**.



4. Select the **Get Started** button.

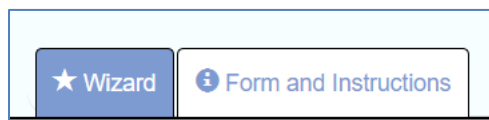


5. Select the appropriate tax form link from the **Name** column.

State Tax Forms		
Locality	Name	Title
* Federal	W-4	Employee's Withholding Certificate
* New Jersey	NJ-W4	Employee's Withholding Allowance Certificate
Federal	W-4(SP)	Certificado de Retenciones del Empleado
Federal	673	Statement For Claiming Exemption From Withholding on Foreign Earned Income Eligible for the Exclusion(s) Provided by Section 911
Federal	8233	Exemption From Withholding on Compensation for Independent (and Certain Dependent) Personal Services of a Nonresident Alien Individual

\* Suggested based on your resident and work addresses

6. Each tax includes the default **Wizard** tab, and a **Form and Instructions** tab if you need help completing the selected form.



7. Using the **Wizard** tab, complete each step of the form. Select the **Next** button to continue to the next step. You can select the **Back** button to return to the previous step. Below is an example of the Federal W4 Employee's Withholding Certificate tax form. The wizard walks you through each step.

Federal — Employee's Withholding Certificate — W-4

★ Wizard    ⓘ Form and Instructions

Nonresident Alien ▶

Exemption ▶

Filing Status ▶

Step 2 Survey ▶

Dependents survey - Step 3 ▶

Step 3 ▶

Other Adjustments Survey (Optional) - Step 4 ▶

Would you like to complete step 4 (Other Adjustments) for other income, deductions, and extra withholding? This step is optional.

Yes

No

◀ Back    Next ▶

8. The last step of each tax form allows you to:
- Review your information before submitting the form.
  - Make changes by selecting “return to the previous page.”
  - Agree to the terms.
  - Enter the last 4 digits of your Social Security Number.
  - Submit the form by selecting the Submit Form button.
  - Print the form by selecting the Print button.

Please review the document below

If you would like to make any changes, you may [return to the previous page](#).

If you would like to submit this form, please agree to the terms below.

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

Enter the last 4 digits of your Social Security Number

Submit Form

Print

**W-4** Employee's Withholding Certificate OMB No. 1545-0046

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Give Form W-4 to your employer. **2023**

Your withholding is subject to review by the IRS.

<b>Step 1: Personal Information</b>	(a) First name and middle initial Johnny	Last name Depp	(b) Social security number * - * - * - 3341
	Address 1 Hollywood Blvd City or town, state, and ZIP code Camden, NJ 08103		Enter your name (match the name on your social security card) exactly, to ensure you get credit for your savings. Contact SSA at 800-772-1213 or go to www.irs.gov.

(c)  Single or married filing separately  
 Married filing jointly or Qualifying surviving spouse  
 Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual)

**Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5.** See page 2 for more information on each step, who can claim exemption from withholding, other details, and privacy.

**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 also works. The correct amount of withholding depends on income earned from all of these jobs. Do only one of the following:  
 (a) Reserved for future use.  
 (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; or  
 (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate.

**TIP:** If you have self-employment income, see page 2.

**Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs.** Leave these steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

<b>Step 3: Claim Dependent and Other Credits</b>	If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly): Multiply the number of qualifying children under age 17 by \$2,000 <b>\$ 0.00</b>	3	<b>\$ 500.00</b>
	Multiply the number of other dependents by \$2,000 <b>\$ 500.00</b>		
<b>Step 4: Other income (not from jobs)</b>	Add the amounts above for qualifying children and other dependents. You may add to this the amount of any other credits. Enter the total here		

(d) Other income (not from jobs). If you want tax withheld for other income you earned this year that won't have withholding, enter the amount of other income here.

You have successfully completed the tax forms.