

Viewing and updating your tax withholding (W-4) elections

To view or change FEDERAL tax withholding elections

1. Log into Workday (<https://workday.bowdoin.edu>) using your Bowdoin username and password.
2. Click on the Benefits and Pay icon in the Applications pane.
3. Click on Pay within the left hand navigation bar.
4. Select Tax.
5. Scroll down to the Tax Election section of the page.
6. Click the Update button within the Federal section of the page.
7. Enter the date on which the change is to take place, and then click OK.
8. Review your W-4 data and make changes as necessary. Required fields are indicated with red asterisks (*).
9. If you receive the following error message, “1. *Marital Status – The entered information does not meet the restrictions defined for this field. (Payroll Withholding Status)*”, click on the Marital Status drop down box and select the applicable option.
10. When complete, review the legal notice and check the box next to “I Agree.”
11. Click OK.



Human Resources and Payroll personnel cannot give tax advice. If necessary, please consult with your personal tax preparer or an accountant to give you more guidance on filling out your federal and state Withholding W-4.

To view or change STATE tax withholding elections

1. Log into Workday (<https://workday.bowdoin.edu>) using your Bowdoin username and password.
2. Click on the Benefits and Pay icon in the Applications pane.
3. Select Tax.
4. Scroll down to the Tax Election section of the page.
5. Click the Update button within the State section of the page.
6. Enter the date on which the change is to take place, and then click OK.
7. Review your W-4 data and make changes as necessary. Required fields are indicated with red asterisks (*).
8. When complete, review the legal notice and check the box next to “I Agree.”
9. Click OK.



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