

**Changing Personal Tax Information** 

- Sign into Paylocity app
  - 1. Scroll to bottom of menu to < ...more >

	DO IT OUTDOORS MEDIA>	=
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	People	
	Performance	
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	Surveys Workflow Tasks Learning Company Links Recruiting App Settings More	

2. Click on Paylocity.com



This takes you to the Paylocity website via your mobile device. If using a computer, simply type Paylocity.com into browser and page/images are the same as follows.



## i. Login with Company ID, Username & Password

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	Forward Together.
	Help
Company ID	
145891	
Username	
Password	
	٢
	Sign in
Forgot your pa	ssword or company ID?
	— or ———
Sign in wi	th Single Sign-On
Re	gister user

#### > This will be Paylocity mobile home screen

#### 1. Tap < Menu >



### 2. Select < Employees > from drop down menu



3. Select < Employee Payroll File > from drop down menu



4. Select < Payroll Setup > tab

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Do It Outdoors Media LLC [145891]	Paylocity	29
E HR & Payroll Employees HR	Payroll User Access	
		Help
Personal Work Payroll Setup	Pay Time Off	
Contact Dependents Emergency	Contacts Sensitive	
		2.11
Name		Address

# 5. Select < Taxes > tab

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HR & Payroll	Employees HR Payroll User Access										
	Тахе	S									
	Perso	nal Work Payroll Setup Pay Time Of	ff								
	Rate	s Taxes Earnings Deductions Direct D	eposit Labor Allocation								
	Federal Income Tax (FITW)										
		Тах	Filing Status	Dependents	Other Income	Deductions	Туре	Amo	unt Perce	ntage	Pre-Filled W-4
	FITV	/ - Federal Income Tax	Single	\$0.00	\$0.00	\$0.00	Default	Default	Default		View
	State and Local Taxes										
		Tax Code	Filing Status	Exemptions	Exemptio	ons 2	Туре		Amount		Percentage
		PA - Pennsylvania SITW	Single	N/A	N/A	Defau	ılt		Default	C	efault
		PASUI-E - PA SUI - EE	N/A	N/A	N/A	Defau	ılt		Default	C	efault
		PA-EIT - PA Local earned income tax (all jurisdictions)	N/A	N/A	N/A	Defau	ılt		Default	C	efault
		PA-MANT - Manchester T.(York)(Central York SD)LST	N/A	N/A	N/A	Defau	ılt		Default	C	efault

6. Tap the tax document you want to change Federal or State and Local

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Perso	nal Work	Payroll S	etup	Pay	Time Of	f
Rate	s Taxes	Earnings	Ded	uctions	Direct D	eposi
Fede	eral Income	Tax (FITW)	)			
		Тах				
FITM	/ - Federal Inco	me Tax				Sing
State	e and Local	Taxes				
		Тах С	ode			
	<u>PA - Pennsylv</u>	<u>ania SITW</u>				Sin
	PASUI-E - PA	SUI - EE				N/A
	<u>PA-EIT - PA Lo</u>	ocal earned in	come ta	a <u>x (all juri</u> s	sdictions)	N/A
	<u>PA-MANT - M</u>	anchester T.(Y	<u>′ork)(Ce</u>	entral York	<u>SD)LST</u>	N/A

7. You may then make necessary changes: Filing Status, Dependents, Extra Withholding, etc.

Do it Outdoors Media LLC [145891]		🛟 paylocity	
HR & Payroll Employees H	R Payroll User Access		
Taxes > Tax Details Personal Work Rates Taxes Federal Tax De	Payroll Setup Pay Time Off Earnings Deductions Direct Deposit Labor Allocation		Employee Name/Id/Dept-
Tax Code	FITW - Federal Income Tax	W-4 Tax Form	Blank Federal W-4 Form
	Use the fields on this page to tell your employer	Filing Status	Single
	how much to withhold from your pay for Federal income Taxes.	• Multiple Jobs or Spouse Works (Line 2c) 🔅	
	With "2019 or Prior" selected at the top of the page	• Dependents (Line 3) 🔃	\$ 0.00
Notes	the fields listed match up with the 2019 and prior	• Other Income (Line 4a) 🔅	\$ 0.00
	listed will match up with the current Form W-4.	• Deductions (Line 4b) 🗓	\$ 0.00
	Once you switch to the current Form W-4, you will not be able to go back to the 2019 and prior form	• Extra Withholding (Line 4c) ①	Default Amount 🗸
		Amount	\$ 0