

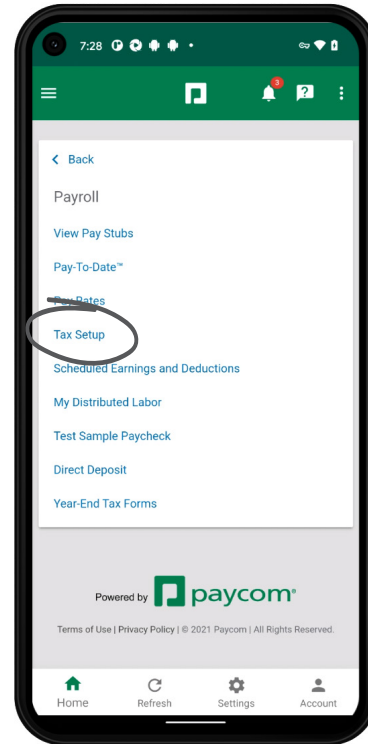
# SHOW ME HOW

to Update My Tax Information  
Payroll



## STEP 1

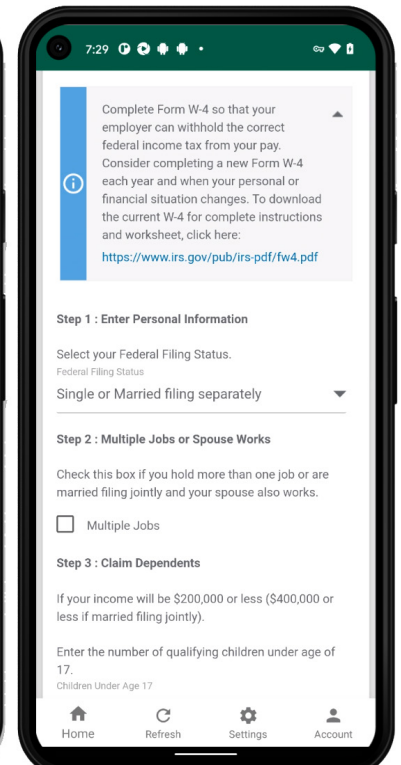
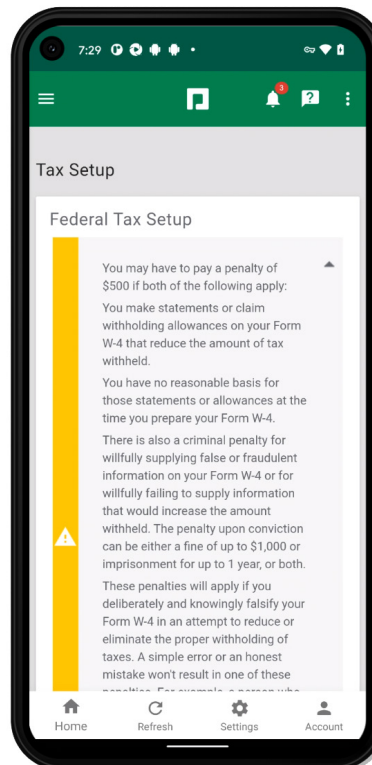
From the Paycom App, navigate to Payroll > Tax Setup.



## STEP 2

On the Tax Setup screen, you will see four steps. You can adjust your personal information, mark if you have multiple jobs or your spouse works, claim dependents and make other adjustments.

*Visit [irs.gov](https://www.irs.gov) if you have questions on what to enter for the W-4.*



# EMPLOYEES

Visit the Help Menu for the most up-to-date version of this guide.



# SHOW ME HOW

## to Update My Tax Information Payroll



### STEP 3

Once all changes are complete, tap "Sign and Update" and either use your finger or a mouse/stylus to create a signature.

When finished, tap "Sign."

