

Tip sheet: Complete Federal Withholding Elections (US Only)

From your Workday Inbox:

All US Hexcel employees are required to file their Federal Withholding Elections in Workday. **Note:** This task will complete Federal Elections **only**. For State Withholding Elections, please contact your local Human Resources Department for applicable State Tax forms.

Click on the **Complete Federal Withholding Elections** action item in your inbox.

Your identification and contact information will be listed at the top of the form.

Scroll down the page to complete the requested fields.

Marital Status is a required field.

Review the important Legal Notice and click the required red box indicating your agreement.

As with the other tasks in Workday, scroll to the bottom to find the comment field and green **Submit** button to finalize this task.

Complete Federal Withholding Elections

2 hour(s) ago - Effective 02/01/2015

This information is for the Federal W-4 only. If you would like to update your state information, please turn in a state tax form to your local HR office.

Less

Company	USA-1 Hexcel Corporation
Effective Date	02/01/2015
Name	Man, Super Hero
Social Security Number	680095362
Address	183 Cryptonite Ln Pleasanton, CA 94566 United States of America

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

I Agree

enter your comment

Submit More ▾

This will take you to the Success! screen where you can click the orange **Done** button to move on to another task.