

View and Modify My Tax Information



Menu → My Info → My Pay → Tax Information

From the tax information page, you can select from the following jump to links:

General: Contains rules applied to applicable tax sections. Settings are not specific to each employee.

Federal: Contains Federal tax-related information and data from your Form W-4.

State: Contains state-related tax information and data from your state withholding certificate.

Local: Contains local tax information.

Add a Tax Withholding form



Menu → My Info → My Pay → Forms → Withholding

From the withholding page, select **Add New**. (The Add New Withholding window appears)

Add New

Select the applicable year from the drop-down list.

2026 ▼

▼ Name	Code	
▼ Federal (1)		
Employee's Withholding Certificate	W-4	+ Add
▼ New York (2)		
Certificate of Exemption from Withholding	IT-2104-E	+ Add
Employee's Withholding Allowance Certificate	IT-2104	+ Add

Select **+Add** for the applicable withholding form. (The selected form appears)

Complete the editable fields as needed.

Select from the following options: **Save** / **Submit** / **Download**.