

Update Your Tax Withholding Amount in PeopleHub

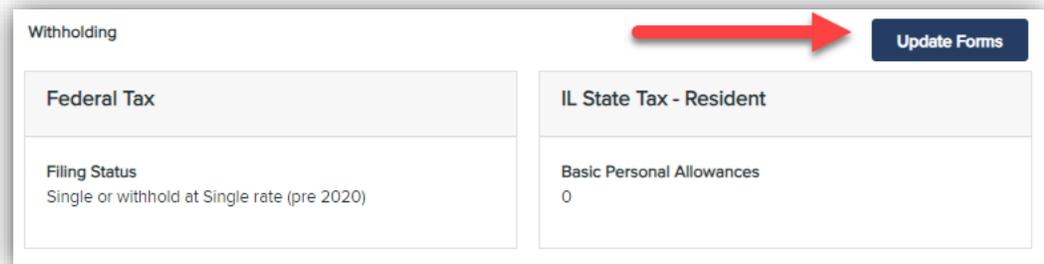
Log in to PeopleHub using the **PeopleHub** button in the upper right-hand corner at TandemHR.com. Choose **Employee Login** and enter your unique username and password. Multi-Factor Authentication (MFA) sends a login code to your email or mobile phone on file for added security.

Navigate to the menu on the left-hand side of the screen and expand **Taxes** to click on **Withholding**.

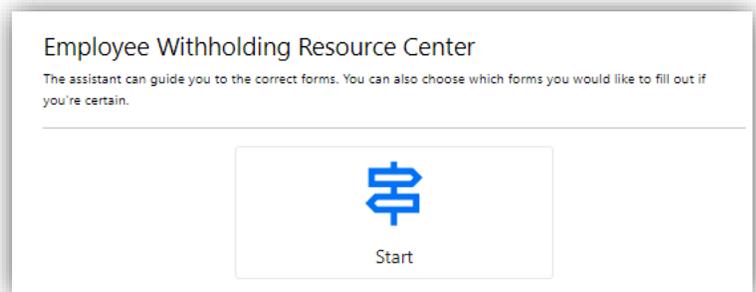
On the main screen, you will see your current withholding elections for both federal and state taxes. If the state listed in this section is not the state in which you live, visit the **Address** section under **My Tandem** to update your residential address before beginning.



Changes can be made by clicking on the **Update Forms** button found in the upper right-hand corner:



You will then be directed to the Employee Withholding Resource Center to assist you through the process. Begin by clicking **Start**.



The following instructions are not inclusive nor intended to give tax advice. Tandem HR cannot advise on the selections you make on your Form W-4 and highly recommends you consult your accountant. Additionally, the IRS provides a [Tax Withholding Estimator](#) tool which may be helpful in making your selections.

The following are tips to help you navigate the Employee Withholding Resource Center.

On the first screen, select which taxes you wish to update. You may choose federal, state, or both. Click **Next**.

Answering the first question will help identify which form you will fill out to update your tax withholdings.

Click **Start** on the form indicated and answer each question, clicking **Next** to progress through the wizard.

Please select which sections you would like to complete:

Note: Opting out of jurisdictions, to which you may be liable, may result in not enough taxes from being withheld or your employer to withhold at a higher rate.

Federal

Illinois (resident)

Selected: 2 out of 2 jurisdictions

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Once you have completed the wizard, the system will generate your completed form for your review.

Please review the document below

If you would like to make any changes, you may [return to the previous page](#).

If you would like to submit this form, please agree to the terms below.

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

[Submit Form ✓](#) [Print 🖨](#)

You must agree to the perjury statement above, by checking the checkbox, before submitting.

You must check the statement box declaring the information to be true and complete and then **Submit Form** a final form is generated, and you will click **Finished** to complete. You also have the option of printing the form to submit manually. However, when you submit the form from here it will automatically and instantly update your tax withholding status for any future pay periods. The latest form is then stored under **Resources** in the **My Documents** folder.