



Submitting New W-4 Information

To submit changes to your Federal or State W-4 withholding, go to:

My Account → My Forms → Withholding

START	My Account	My Emp
My Benefits	Withholding	
My Direct Deposits	W2s	
My Forms		

Select **"Add New Withholding Form"** in upper-right
Select the Federal W-4 or the appropriate State Form to change

Year: 2016

FEDERAL
W-4 Employee's Withholding Allowance Certificate
ARKANSAS
AMEC Employee's Withholding Exemption Certificate

Make the desired changes onto the W-4 form

3 Single Married Married, but withheld at higher Single rate.
Note: If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.
4 If you list some other form that shows on your social security card, check here. You must call 1-800-772-5210 for a replacement card, or from the applicable worksheet on page 2.
It meets both of the following conditions for exemption:
I meet because I had no tax liability, and
because I expect to have no tax liability.
I, to the best of my knowledge and belief, it is true, correct, and complete.

Select **"Submitting Withholding Form"** in the upper-right
Submitted changes will be sent to Human Resources for processing.