
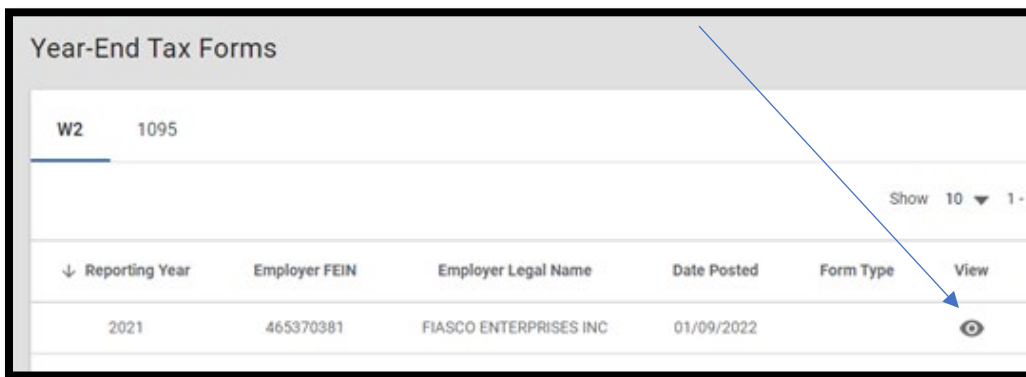



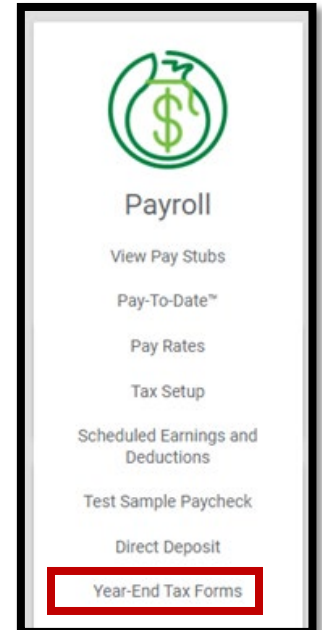
HOW TO ACCESS YOUR W2 AND UPDATE TAX INFORMATION

W2 Information: the prior year's information is available in late January via the Paycom portal

- 1.) From the Paycom portal, select the **Payroll** tile.
- 2.) Scroll down or expand the list of options to find the **Year-End Tax Form**.
- 3.) Click on the **View** icon . The W2 will download as a pdf.



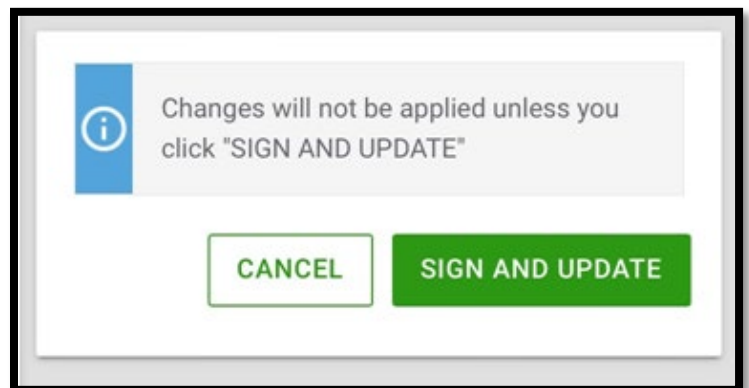
Year-End Tax Forms					
W2		1095			
					Show 10 ▾ 1
↓ Reporting Year	Employer FEIN	Employer Legal Name	Date Posted	Form Type	View
2021	465370381	FIASCO ENTERPRISES INC	01/09/2022		



- 4.) Print or store as you deem necessary for your records. Form 1095, which shows a record of medical benefits offered, will be available as well.

Tax Information: Update Federal W-4 information or State tax information when you need to change dependents, move to a different state, or need to increase tax withholdings.

- 1.) From the Paycom portal, select the **Payroll** tile.
- 2.) Select the Tax Setup option.
- 3.) Make any necessary changes to:
 - a. Federal Filing Status (Married filing jointly, Single or Married filing separately, Head of Household)
 - b. Update to claim multiple jobs or a spouse that works
 - c. Number of eligible dependents
 - d. Other income or deduction adjustments
 - e. State and Local Tax information
- 4.) Click Sign and Update to save changes.



Use your best estimates for the year ahead to determine how to complete Form W-4 so you don't have too much or too little federal income tax withheld by clicking visiting <https://apps.irs.gov/app/tax-withholding-estimator>.