

Update my tax withholdings (federal or state W-4)

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Update your federal tax withholding elections on a computer

For personal tax advice, consult a CPA or licensed tax advisor—we cannot advise on your personal W-4 elections. If needed, additional resources can be found below the instructions.

- [Sign in](#) to your employee account.
- Go to the **Job & Pay** section.
- Scroll to "Federal Taxes" and click **edit**.
 - The selections you'll make correspond to the IRS's [Form W-4](#).
- Box 1(c)—Enter your federal filing status, this is the *only required field*.
 - More information about the "Head of household" option can be found by clicking the question mark icon on [this IRS page](#) (next to the question itself).
 - If you select "Exempt from withholding", we won't withhold federal income taxes, but we'll still report taxable wages on a W-2.
 - Keep in mind: Anyone who claims exemption from withholding needs to [sign a new W-4](#) (or update their withholding in Gusto) by Feb 15 of each year—more information below.
- Complete the optional next sections only if they apply to you—otherwise, skip these.
 - Box 2(c)—Multiple job: Answering this results in higher withholding, but to preserve privacy, this can be left unchecked.
 - Box 3—Dependent total: If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly), add the amounts below and *enter the total in Gusto*.
 - Multiply the number of qualifying children under age 17 by \$2,000;
 - Multiply the number of other dependents by \$500.
 - Box 4(a)—Other income, not from jobs: If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income.
 - Box 4(b)—Deductions: If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the "Deductions Worksheet" on [page 3 of the W-4 instructions](#) and enter the result in Gusto.
 - Box 4(c)—Extra withholding: Enter any additional tax you want withheld each pay period.
- Click **Save**.
- Click **Sign Document** and sign your new W-4 form.
 - You can also review and sign this form later in [your Documents section](#).

Your changes will take effect the next time your employer runs payroll. On or after the check date [view your paystub](#) and review your withholding under "Employee Taxes Withheld."

Update your tax withholdings on the Gusto Wallet app

- Sign in to your account on the mobile app.
- Go to the **You** tab.
- Select **Tax Elections**.
- Click **edit** for the sections that need to be updated.
- Click **Save**.
- Click **Sign Document** and sign your new W-4 form.
 - You can also review and sign this form later in [your Documents section](#).

Your changes will take effect the next time your employer runs payroll. On or after the check date [view your paystub](#) and review your withholding under "Employee Taxes Withheld."

Related resources

- [Form W-4 and the Form W-4 worksheet](#)
- [IRS W-4 FAQs](#)

- [IRS tax withholding estimator](#)
- [Gusto's blog on how to fill out the 2023 W-4](#)

Update your state tax withholding elections

- [Sign in](#) to Gusto.
- Go to the **Job & Pay** section.
- Scroll to the applicable "[State] taxes" section and click **edit**.
- Enter your state filing status.
 - If you choose "Do Not Withhold," or in some state-specific cases, "Yes, you're exempt from withholding," Gusto won't withhold state income tax from your wages. All taxable wages will still be reported on your W-2.
- Fill out the remaining fields.
- Click **Save**.

Your changes will take effect the next time your employer runs payroll. On or after the check date [view your paystub](#) and review your withholding under "Employee Taxes Withheld."
