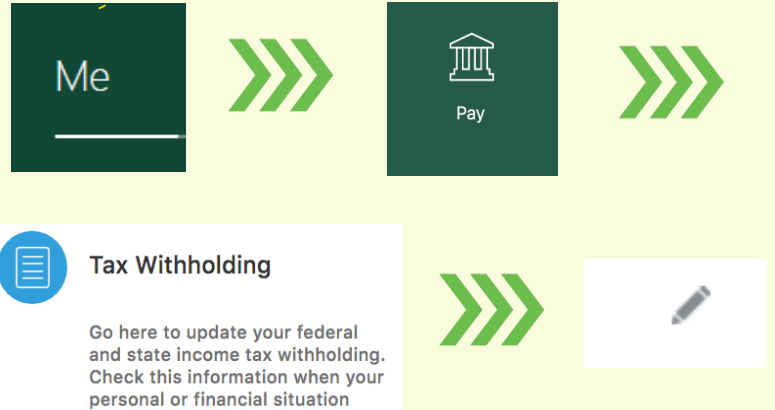


ignite W-4 Quick Reference Guide

1

For Federal tax withholding, follow the steps below to navigate within Ignite to enter your W-4 information:



2

Click the following link to complete the W-4 form:
<https://www.irs.gov/pub/irs-pdf/fw4.pdf>.

3

Then, enter information into Ignite based on instructions below.

The screenshot shows the Ignite W-4 form with the following fields and values:

Federal *When does this change start? 4/13/20 Filing Status Multiple Jobs Extra Withholding 0 USD Exempt from Federal Income Tax No	Qualifying Dependents Amount 0 Other Dependents Amount 0 Total Dependents Amount 0 Other Income Amount 0 Deductions Amount 0
--	--

Filing Status – Use the drop-down menu to select Head of Household, Married Filing Jointly, or Single or Married Filing Separately.

Multiple Jobs – See Step 2

Extra Withholding – See Step 4, Box C

Exempt from Federal Income Tax – Read page 2, General Instructions

Qualifying Dependents Amount – See Step 3

Other Dependents Amount – See Step 3

Total Dependents Amount – See Step 3, Box 3

Other Income Amount – See Step 4, Box A

Deductions Amount – See step 4, Box B

ignite W-4 Quick Reference Guide

What If I Work Out of State?

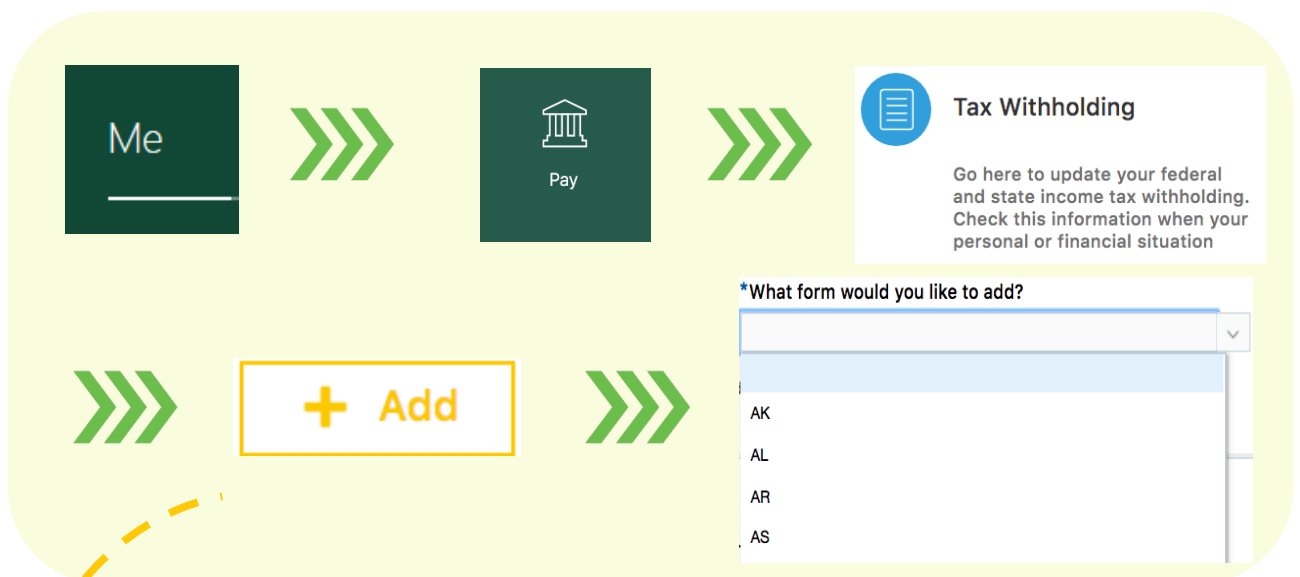
If you work out of state, your home address will determine your state income withholding tax.



You will need to refer to your own state's W-4 form. You can find this information online by searching through Google.

In addition, you will need to enter your state's W-4 information within Ignite.

To Do This Within Ignite, Follow These Steps:



How Can I Enter This Information Within Ignite?

Within your tax withholding information, select **Add** in the upper right-hand corner of the screen. In the section "**What form would you like to add,**" use the drop-down menu to select your home state.