

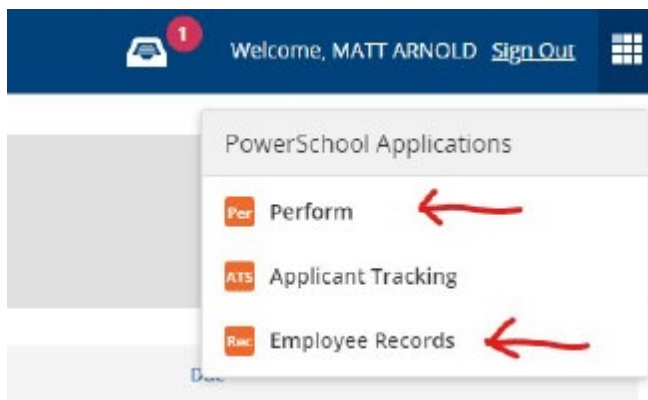
How to Update W-4 Tax Withholding and Direct Deposit Forms

W-4 tax withholding and direct deposit forms can be updated at any time. To do so, please follow the directions below:

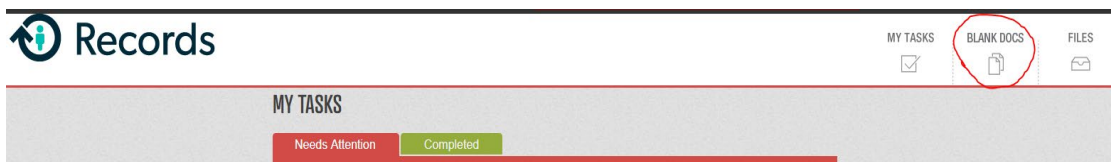
1. Log into TalentEd – There is a link on the Staff tab of the website.
2. You will need to toggle to TalentEd – Records by clicking the 9-square button in the top right corner:



Then click on the Employee Records:



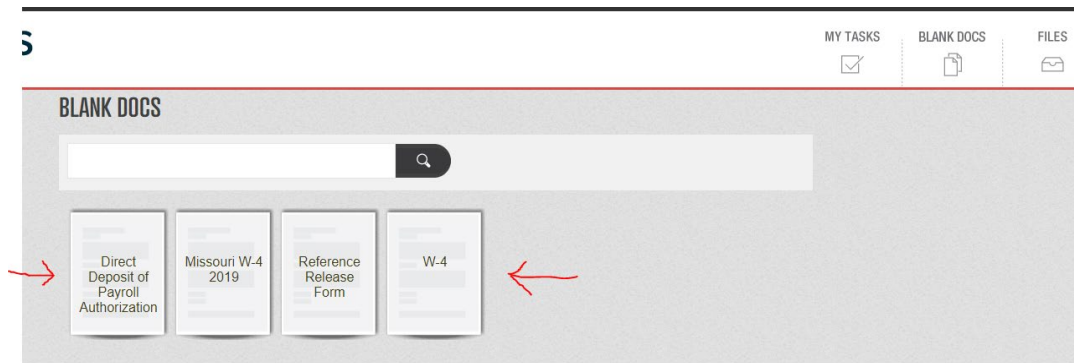
3. Once in TalentEd – Records, you will find the “Blank Docs” section at the top of your page:



(continued on next page)

Please contact the Human Resources Department with any questions/concerns about this process.

- Once in the “Blank Docs” section, simply click on the form that you wish to update (see additional notes at the bottom of this page regarding MO W-4 and Direct Deposit):



- Once you select the form you wish to update, read and follow all instructions on the page.

Missouri W-4 Information

If updating the MO W-4, you will need to print the form and complete on paper. Once completed, you can then upload it back into the electronic form in TalentEd – Records (shown below) or send it through inter-office mail to the Payroll Department.

ATTACHMENTS

Missouri W-4 2019

Upload a file

Direct Deposit Information

If updating direct deposit information, please make sure to upload (shown below) a voided check or other verification of your account and routing numbers, or send it through inter-office mail to the Payroll Department.

ATTACHMENTS

Voided Check or Account
Verification

Upload a file