

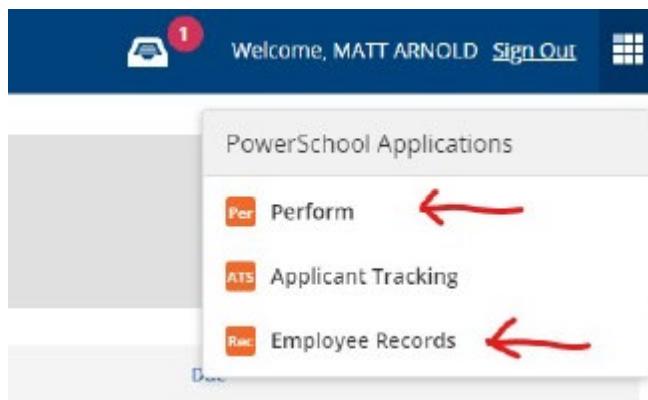
## **How to Update W-4 Tax Withholding and Direct Deposit Forms**

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

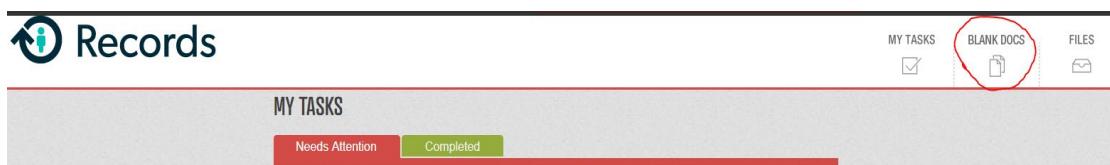
1. Log into TalentEd – There is a link on the Staff tab of the website.
2. You will need to toggle to TalentEd – Records by clicking the 9-square button in the top right corner:



Then click on the Employee Records:

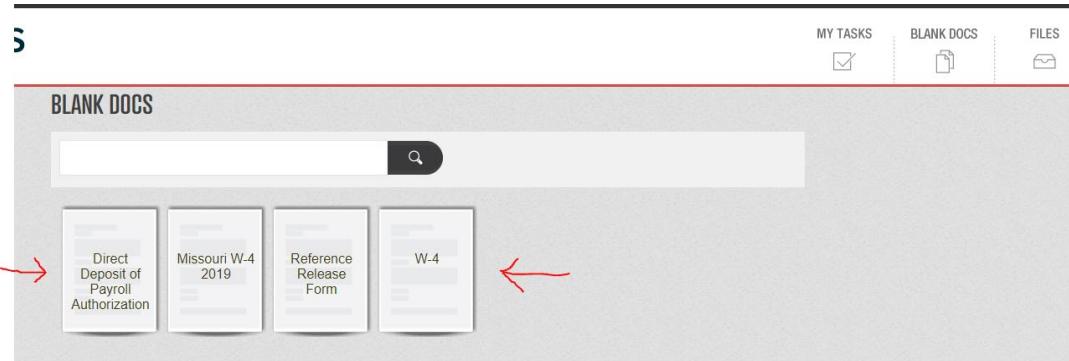


3. Once in TalentEd – Records, you will find the “Blank Docs” section at the top of your page:



(continued on next page)

4. 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):



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

#### **Missouri W-4 Information**

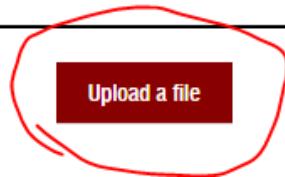
If updating the MO W-4, you will need to print the form and complete on paper. Once completed, you can then upload it back into the electronic form in TalentEd – Records (shown below) or send it through inter-office mail to the Payroll Department.

#### **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**

