

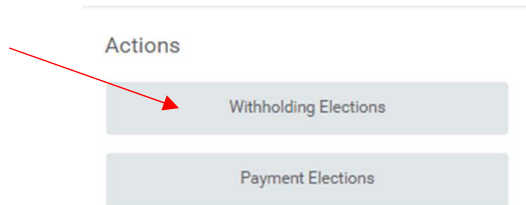
## Updating State Withholding Election

1. **Make sure address is updated in Workday or you could be charged tax in both States.**
2. Select: **Pay** widget



Pay

3. Select: **Withholding Elections** (under Actions box)



4. Click on: **State Elections** tab
5. Then select: **Update** (Bottom left)

### Withholding Elections



#### Home Address

Palm Bay, FL 32909  
United States of America

Social Security Number XXX-XX-XXXX

Federal Elections

State Elections

Local Elections

Tax Allocations

Home State Florida

Work State Florida

Company Florida Institute of Technology, Inc.

Update

## Updating State Withholding Election

6. Select the State needed
7. Click: OK

**Complete State and Local Withholding Elections**

Worker **Brandy Epple**

Company \*

Effective Date \*

State \*

New York

North Carolina

Ohio

Oklahoma

**OK**

8. Complete Any needed State tax election forms required by the State
9. Check box: **I Agree** (at bottom)
10. Click: **OK**