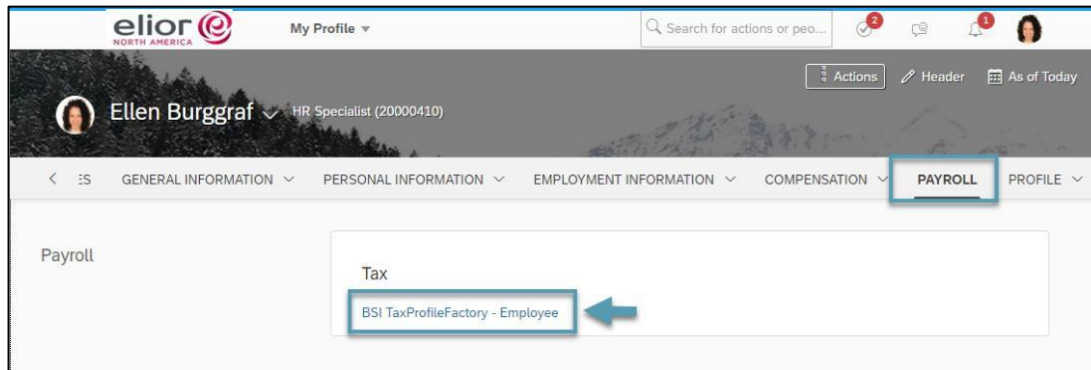


My Profile, continued

Reviewing and Updating My Profile, continued

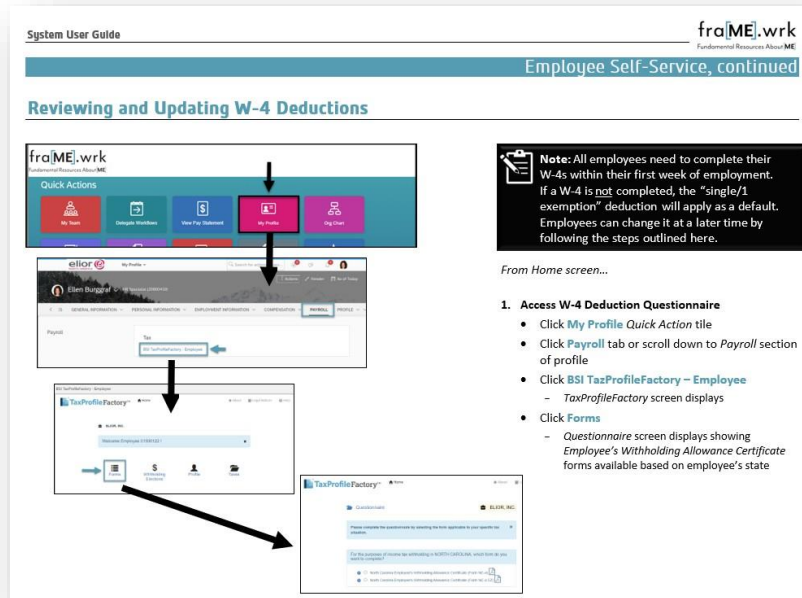


From Profile screen...

9. Review Payroll Information / Update W-4 Deductions

- Click **Payroll** tab or scroll down to *Payroll* section of profile
- Click **BSI TaxProfileFactory – Employee**

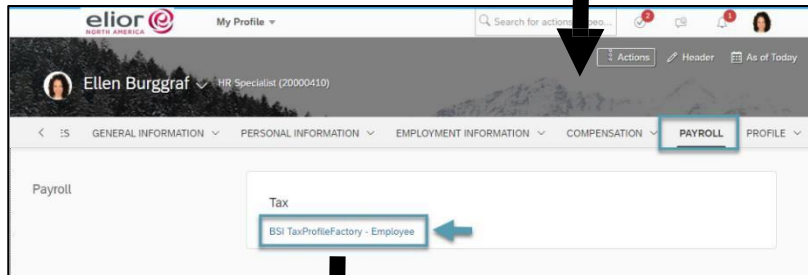
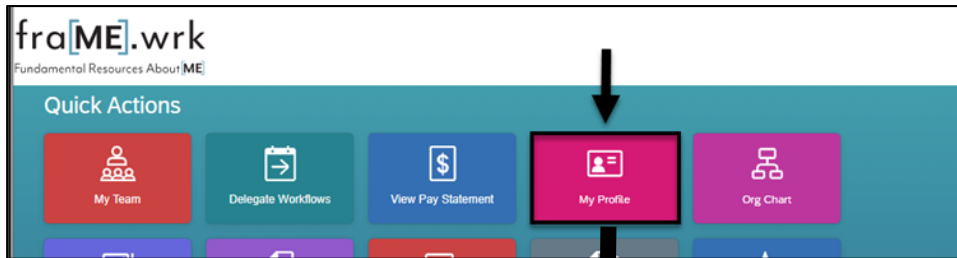
Please see [Reviewing and Updating W-4 Deductions job aid](#) for step-by-step instructions.



Note: All employees need to complete their W-4s within their first week of employment. If a W-4 is not completed, the “single/1 exemption” deduction will apply as a default. Employees can change it at a later time by following the steps outlined in the job aid.

My Profile, continued

Reviewing and Updating W-4 Deductions



Note: All employees need to complete their W-4s within their first week of employment. If a W-4 is not completed, the “single/1 exemption” deduction will apply as a default. Employees can change it at a later time by following the steps outlined here.

From Home screen...

1. Access W-4 Deduction Questionnaire

- Click **My Profile** Quick Action tile
- Click **Payroll** tab or scroll down to **Payroll** section of profile
- Click **BSI TaxProfileFactory – Employee**
 - *TaxProfileFactory* screen displays
- Click **Forms**
 - *Questionnaire* screen displays showing *Employee's Withholding Allowance Certificate* forms available based on employee's state

My Profile, continued

Reviewing and Updating W-4 Deductions, continued

TaxProfileFactory™ Home About Legal Notices Help

Questionnaire ELIOR, INC.

Please complete the questionnaire by selecting the form applicable to your specific tax situation.

Questionnaire Complete

For the purposes of income tax withholding in NORTH CAROLINA, which form do you want to complete?

- North Carolina Employee's Withholding Allowance Certificate (Form NC-4)
- North Carolina Employee's Withholding Allowance Certificate (Form NC-4 EZ)

Fill Forms

TaxProfileFactory™ Home About Legal Notices Help

Forms To Be Completed

Forms Wizard

FEDERAL

- Employee's Withholding Certificate

NORTH CAROLINA

- North Carolina Employee's Withholding Allowance Certificate (Form NC-4)

Pick Other Forms

Federal W-4 Employee's Withholding Certificate View instructions and worksheets

Step1: Enter Personal Information

First Name
Justin

Middle Initial

Last Name
Thyme

Social Security Number

Home Address
654 Friendship Lane

City, State & ZIP
Charlotte NC 28202

Status

- Single or Married filing separately
- Married filing jointly (or Qualifying widow(er))
- Head of household

2. Access W-4 Deduction Form

- Select radio button of **Employee's Withholding Allowance Certificate** to complete
 - *Questionnaire Complete* banner and **Fill Forms** button display
- Click **Fill Forms**
 - *Forms To Be Completed* screen displays

3. Complete Federal W-4 Deduction Form

- Click **Federal Employee's Withholding Certificate** link
 - *Federal W-4 Employee's Withholding Certificate* displays with employee's name, social security number, address, etc. pre-populated
 - ensure information is accurate
- Select **Status** from drop-down in "Step 1"

My Profile, continued

Reviewing and Updating W-4 Deductions, continued

Federal W-4 Employee's Withholding Certificate [View instructions and worksheets](#)

Step1: Enter Personal Information

First Name
Justin

Middle Initial

Last Name
Thyme

Social Security Number

Home Address
654 Friendship Lane

City, State & ZIP
Charlotte NC 28202

Status
Married filing jointly (or Qualifying widow(er))

Check Head of household only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual

0.00

4 Enter an estimate of your student loan interest, deductible IRA contributions, and certain other adjustments (from Part II of Schedule 1 (Form 1040)). See Pub. 505 for more information
0

5 Add lines 3 and 4. Enter the result here and in Step 4(b) of Form W-4
0

★ Signature. Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.

☒ I agree.

Submit

Close

3. Complete Federal W-4 Deduction Form, continued

- Scroll through form and complete information, as necessary
 - not all section will apply to every employee
 - read provided directions carefully while completing form
 - if worksheets are used, note any answers to worksheet questions to enter in appropriate fields, as necessary
- Check **I agree box** once form is complete
 - **Submit** button activates
- Click **Submit**
 - *TaxProfileFactory* screen returns showing a completion status

TaxProfileFactory™ Home [About](#) [Legal Notices](#) [Help](#)

1) You have not set your form preferences. Go to Settings from the dashboard to save your preferences. ✕

Forms To Be Completed View/Change Completed Forms

Forms 50% Completed

Forms Wizard

NORTH CAROLINA

North Carolina Employee's Withholding Allowance Certificate (Form NC-4)

Pick Other Forms

My Profile, continued

Reviewing and Updating W-4 Deductions, continued

TaxProfileFactory™ Home About Legal Notices Help

1) You have not set your form preferences. Go to Settings from the dashboard to save your preferences.

Forms To Be Completed View/Change Completed Forms

Forms 50% Completed

Forms Wizard

NORTH CAROLINA

North Carolina Employee's Withholding Allowance Certificate (Form NC-4)

Pick Other Forms

View instructions and worksheets

North Carolina NC-4 Employee's Withholding Allowance Certificate

Employee Information

Social Security Number

Employee Name
Justin Thyme

Use capital letters for your name and address

Home Address
2458 WHOOOOWE APPRECIATE

County

Enter first five letters

City, State & ZIP
CHARLOTTE, NC 28269

Country

If not U.S.

Withholding Section

Marital Status

Single or Married Filing Separately
Head of Household
Married Filing Jointly or Surviving Spouse

4. Complete State W-4 Deduction Form

- Click state **Employee's Withholding Allowance Certificate** link
 - state's *W-4 Employee's Withholding Allowance Certificate* displays with employee's name, social security number, address, etc. pre-populated
 - ensure information is accurate
- Select **Marital Status** from drop-down under "Withholding Section"

My Profile, continued

Reviewing and Updating W-4 Deductions, continued

North Carolina NC-4 Employee's Withholding Allowance Certificate [View instructions and worksheets](#)

Employee Information

Social Security Number

Employee Name
Justin Thyme
Use capital letters for your name and address.

Home Address
2468 WHODOWE APPRECIATE

County

Enter first five letters

City, State & ZIP
CHARLOTTE, NC 28269

Country
If not U.S.

Withholding Section

Marital Status

1. Total Number of Allowances you are claiming

2. Additional Amount, if any, withheld from each pay period (Enter whole dollars)

Estimated Deductions
Deduction amount per qualifying child - \$0

I certify, under penalties provided by law, that I am entitled to the number of withholding allowances claimed on line 1 above.

★ Signature. Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.

☒ I agree.

Submit

4. Complete State W-4 Deduction Form, continued

- Scroll through form and complete information, as necessary, based on selection from **Marital Status** drop-down
 - read provided directions carefully while completing form
 - based on answers provided, line **1.Total Number of Allowances you are claiming** under “Withholding Section” populates
- Check **I agree box** once complete
 - **Submit** button activates
- Click **Submit**
 - *TaxProfileFactory* screen returns showing no forms remaining that need to be completed

TaxProfileFactory Home About Legal Notices

1) You have not set your form preferences. Go to Settings from the dashboard to save your preferences.

Forms To Be Completed **View/Change Completed Forms** **Pick Other Forms**

Note! You have no forms required to be completed. You can access View/Change Completed Forms to change a previously filed form or Saved/Rejected Forms to finish forms in progress or Pick Other Forms to choose a form to be completed. Not all options may be available to you.



Note: Employees may update their W-4 forms as necessary by returning to the *TaxProfileFactory* screen, clicking **View/Change Completed Forms**, and then clicking **Change** next to the form to view or change.