



Viewing and updating your tax withholding (W-4) elections

To view or change FEDERAL tax withholding elections

1. Log into Workday (<https://workday.bowdoin.edu>) using your Bowdoin username and password.
2. Click on the Benefits and Pay icon in the Applications pane.
3. Click on Pay within the left hand navigation bar.
4. Select Tax.
5. Scroll down to the Tax Election section of the page.
6. Click the Update button within the Federal section of the page.
7. Enter the date on which the change is to take place, and then click OK. – The entered information does not meet the restrictions defined for this field. (Payroll Withholding Status) on 01/11/2024. Click OK to save.



To view or change STATE tax withholding elections

1. Log into Workday (<https://workday.bowdoin.edu>) using your Bowdoin username and password.
2. Click on the Benefits and Pay icon in the Applications pane.
3. Select Tax.
4. Scroll down to the Tax Election section of the page.
5. Click the Update button within the State section of the page.
6. Enter the date on which the change is to take place.