



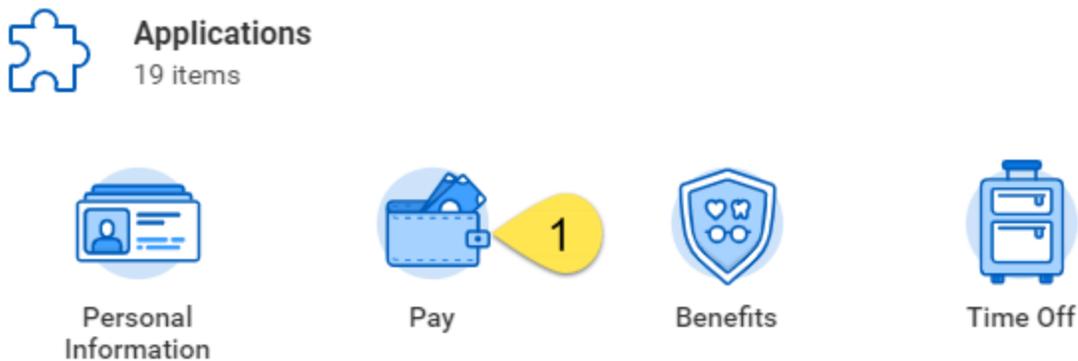
Updating Tax Withholdings in Workday

1. Federal Taxes
2. State/Local Taxes

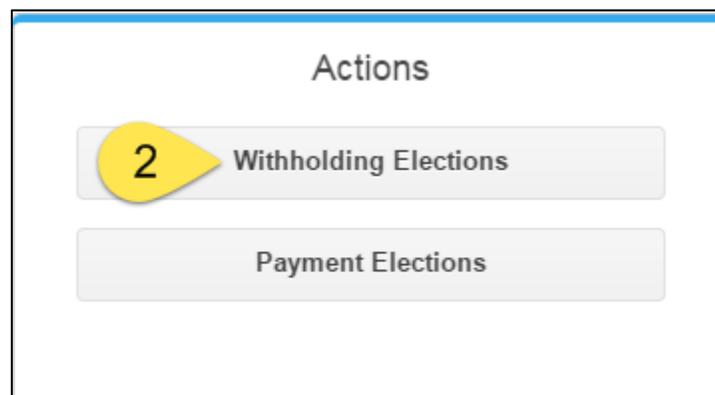
Federal (W-4): You can easily update your W-4 in Workday.

Log into your Workday account. <https://nutanix.okta.com>

On your Home page, click on the *Pay* icon (1).



When the *Pay* icon opens up, click on the *Withholding Elections* button (2) under Actions.



Here you will see your current Federal elections. To update, click the *Update* button (3).

Federal Elections State Elections Local Elections Tax Allocations

Company [Nutanix Inc.](#)

Effective Date 04/10/2017

Lock In Letter

Payroll Withholding Status Single

Number of Allowances 0

Additional Amount 0.00

Exempt

Nonresident Alien

Last Name Differs from SS

Last Updated 04/10/2017 02:08:38.821 PM

Last Updated By [Kermit Frog](#)



Enter an effective date (4) and then click  at the bottom of the page.

Complete Federal Elections

Worker [Kermit Frog](#)

Company * 

Effective Date *  

Make your changes to your W-4 form, click the “I Agree” box and then click



at the bottom of the page.

W-4 Data

[View Blank Form](#)

Nonresident Alien

If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Last Name Differs from SS

If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card.

Marital Status *

If married, but legally separated, or spouse is a nonresident alien, choose "Single".

Number of Allowances

Total number of allowances you are claiming (from the applicable worksheet on the Form W-4 instructions).

Additional Amount

Additional amount, if any, you want withheld from each paycheck

Exempt

I claim exemption from withholding for 2019 and I certify that I meet both of the following conditions for exemption.
* Last year I had a right to a refund of all federal income tax withheld because I had no tax liability and
* This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.
If you meet both conditions, click the Exempt Box.

LEGAL NOTICE

Your Name and Password are considered as your "Electronic Signature" and will serve as your confirmation of the accuracy of the information being submitted. When you click in the "I Agree" checkbox, you are certifying that:

1. Under penalties of perjury, you declare that you have examined this certificate and to the best of your knowledge and belief, it is true, correct, and complete.
2. You understand that your payroll tax withholding election is a legal and binding transaction.
3. You understand that all submissions are contingent upon acceptance by your Payroll representative.

If you do not wish to use the electronic signature option, please contact your Payroll Department for a paper copy of the form. The form is not valid without a signature.

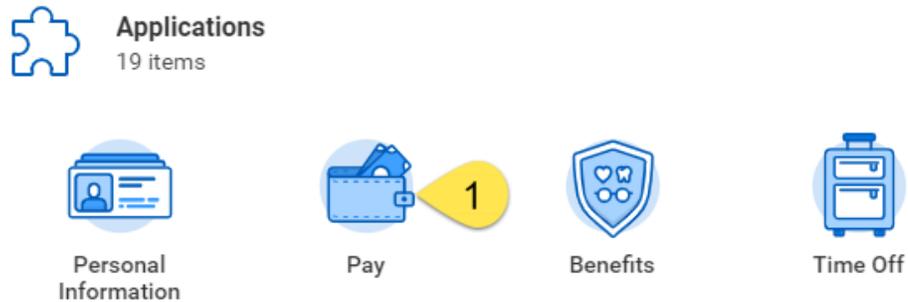
I Agree *

State/Local tax updates and how-to can be found on the next page.

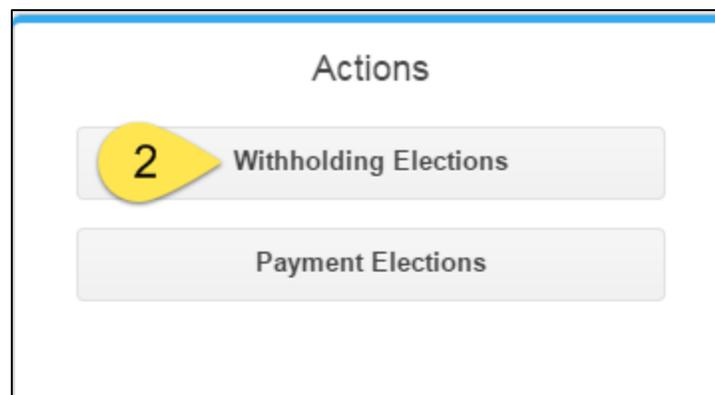
State/Local: You can easily update your State and/or Local taxes in Workday.

Log into your Workday account. <https://nutanix.okta.com>

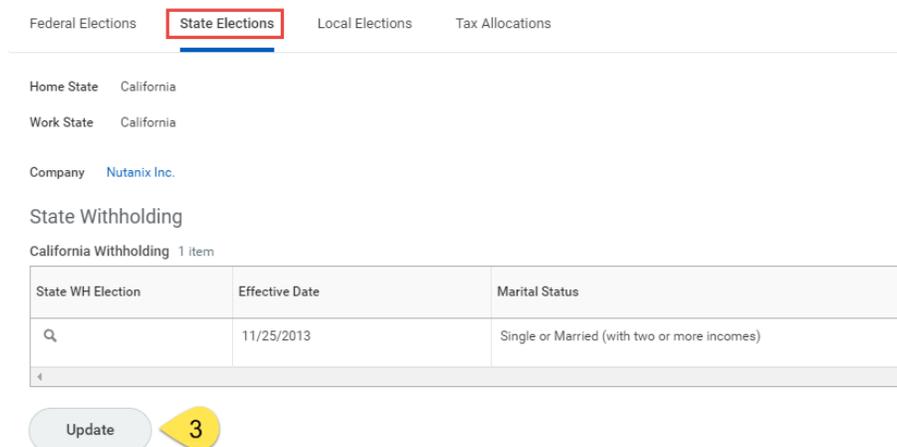
On your Home page, click on the *Pay* icon (1).



When the *Pay* icon opens up, click on the *Withholding Elections* button (2) under Actions.



Here you will see your current State/Local elections. To update, click the *Update* button (3).



Select your Effective Date (4) and your correct State (5) then click  at the bottom of the page.

Complete State and Local Withholding Elections

Worker **Kermit Frog**

Company * 

Effective Date *  **4**

State *  **5**

Make your changes to your State/local withholdings, click the “I Agree” box and then click  at the bottom of the page.

(California form shown below for example)

California DE-4 Data

[View Blank Form](#)

Filing Status Withholding Allowances * 

Number of Allowances

Estimated Deductions

Additional Amount

Military Spouse Exemption

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2. You understand that your payroll tax withholding election is a legal and binding transaction.
3. You understand that all submissions are contingent upon acceptance by your Payroll representative.

If you do not wish to use the electronic signature option, please contact your Payroll Department for a paper copy of the form. The form is not valid without a signature.

Under penalties of perjury, I certify that the number of withholding allowances claimed on this certificate does not exceed the number to which I am entitled or, if claiming exemption from withholding, that I am entitled to claim the exempt status.

I Agree *