

# [Adding or Updating Withholding \(W-4\) Form \(App\)](#)

This document provides detailed step-by-step instructions for employees on how to add or update their withholding (W-4) form on the UKG Pro mobile app. By following these guidelines, employees can easily manage their tax withholding preferences directly within the system, ensuring that their W-4 information is accurate and up to date. This process helps streamline tax-related tasks and ensures compliance with personal tax obligations.

## Instructions

Navigate to Taxes

Upon logging in to UKG Pro, the UKG Dashboard will appear.

1. Navigate to **Menu** in the bottom of the toolbar.
2. Select **Pay > Taxes**.
3. Select **View All** under the **Withholding Forms** section.
4. Navigate between Federal and State tabs. To update, click on **Add/Update**.

