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Payroll Frequency	Click ∨ to select the pay frequency for which you wish to view or change payroll information.

❑ Under **W4 Marital Status Information**:

- To delete information, delete the data in the **New** column and click **Update**.
- Click **Undo** to return the data to its original state. A message is displayed confirming that you want to cancel your changes.

IMPORTANT: Refer to the IRS W-4 Instructions for complete details about completing the following fields. Also, be sure to review Publication 15-T Federal Income Tax Withholding, which contains the withholding tax calculations and the FAQs on the draft 2020 Form W-4 page, which contains helpful information.

Note: Due to IRS Withholding calculation changes, the **W4 Marital Status** and **Nbr of Exemptions** are no longer used after December 31, 2019.

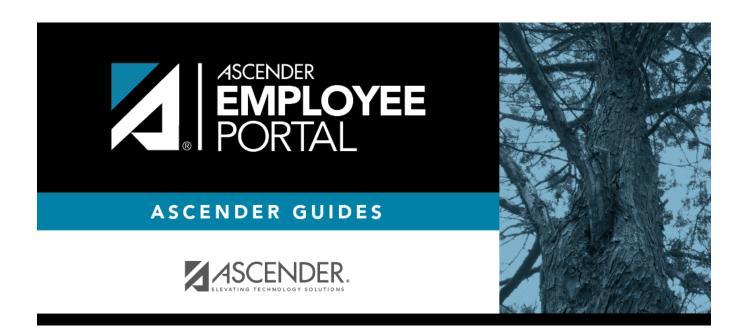| Filing Status	Click ⌄ to select a filing status. *H Head of household* *M Married filing jointly* *S Single or Married filing separately*
Multi-Jobs	Select to indicate that there are multiple jobs in the household.
Children under 17	Type the number of children in the household under the age of 17 as of December 31. Refer to IRS Pub. 972, Child Tax Credit for complete details.
Other Dependents	Type the number of other dependents in the household.
Other Exemptions	Type the amount of any other exemptions that may affect your federal income tax withholding.
Other Income	Type the amount of any other income that may affect your federal income tax withholding.
Other Deductions	Type the amount of any other deductions that may affect your federal income tax withholding.
IRS Lock-in Letter	This field is only displayed if the **IRS Lock-In Letter** field is selected for the employee on the Payroll > Maintenance > Staff Job/Pay Data > Pay Info tab in ASCENDER. If so, the field is set to *Y* and the **W4 Marital Status Information** fields are disabled preventing any changes from being made. For more information about the IRS Lock-in Letter, visit https://www.irsvideos.gov/Individual/Resources/WhatsALock-InLetter

❑ Under **Direct Deposit Bank Accounts**:

- Click **Add** to add a new financial institution to have your paycheck directly deposited.
- Click **Delete** to delete a financial institution from your record.
- To delete information, delete the data in the **New** column and click **Update**.
- Click **Undo** to return the data to its original state. A message is displayed confirming that you want to cancel your changes.

Note: The number of direct deposit accounts is determined by the LEA. If the LEA only allows one direct deposit bank and one already exists, you will not be allowed to enter and save a second one unless you delete the first one. If the LEA allows zero direct deposit banks and you have one or more, the banks will remain until you make a change. Once you attempt to make a change to the bank, the system will not allow you to save the change.

Primary	Select to indicate whether the bank account is the primary account for your paycheck to be directly deposited. Only one account can be selected as the primary account.
Bank	Click ⌄ to select a bank. A window opens with a list of all available bank names and their respective routing numbers. Click the routing number to select a bank, the bank name and routing number are displayed.

Bank Acct Nbr	Type the bank account number associated with the bank code. The field can be a maximum of 17 characters. This account number is used for the direct deposit of your paycheck. This account number must be associated with the bank name entered in the **Bank** field.
Bank Acct Type	Click ∨ to select the code to indicate the account type (e.g., checking or savings
Bank Acct Amt	Type the amount to be deposited into the account at the bank indicated. The primary account displays a blank account amount. All secondary accounts must contain an amount. Those amounts are distributed, and the remainder of the paycheck will be sent to the primary account. The bank account amount cannot exceed 9,999,999.99.

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