

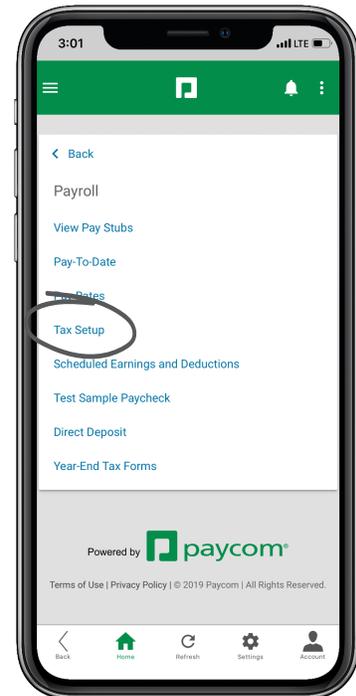
# SHOW ME HOW

to Update My Tax Information  
Payroll



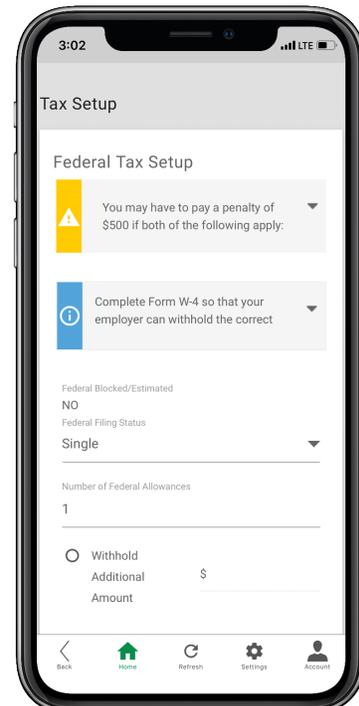
## STEP 1

Log in to the Paycom app.  
Navigate to Payroll >  
Tax Setup.



## STEP 2

On the Tax Setup screen, make changes to your Federal Filing Status, Number of Federal Allowances or Additional Withholding Amounts as needed.



# EMPLOYEES

Visit the Help Menu for the most up-to-date version of this guide.



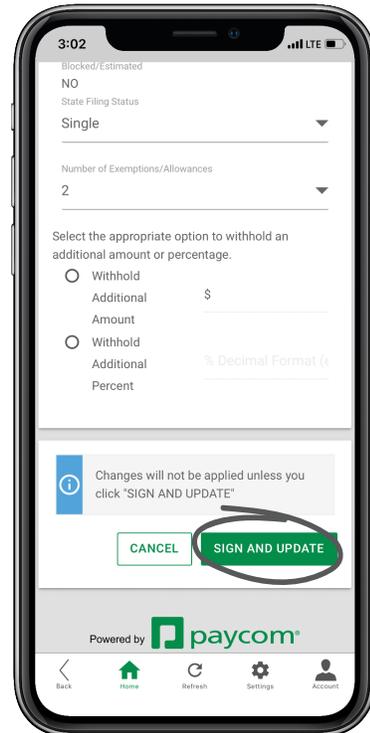
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## STEP 3

Once all changes are complete,  
click "Sign and Update."



# EMPLOYEES

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