In Workday, it's easy to view and change your federal, state, and local tax withholding elections.

1. Click **View All Apps** on the home page, then click the **Pay** application.
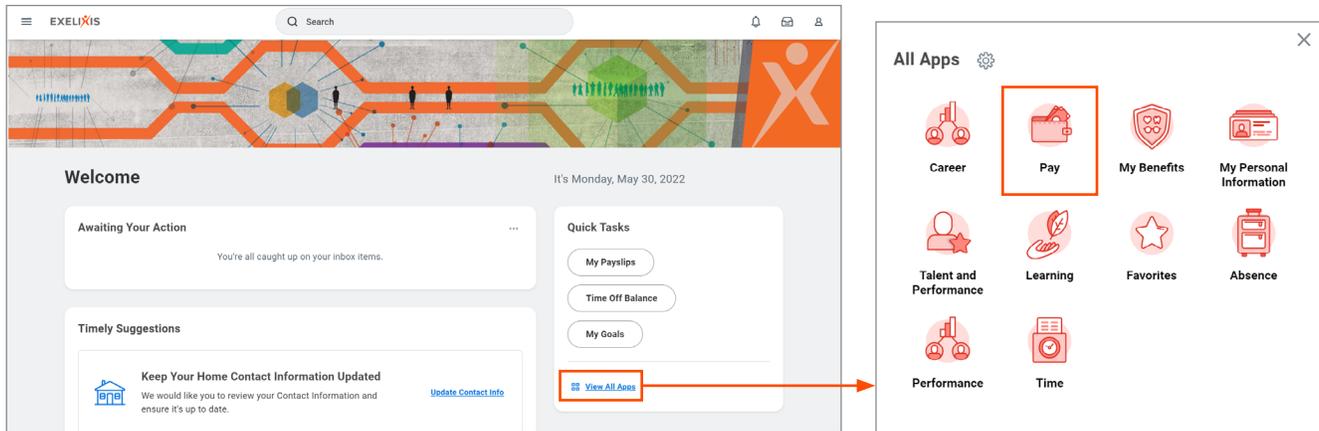
2. Click **Withholding Elections** in the **Actions** column.

workday®

Workday Version: 2022R1
Last Updated: June 2022

EXELIXIS®
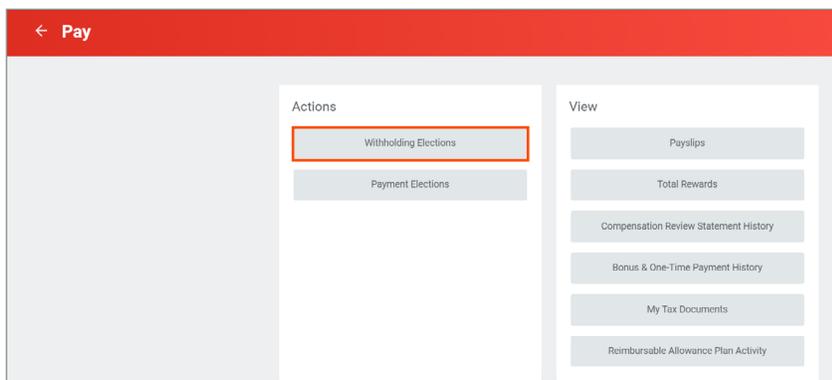
3. Click the tab for the election you wish to update; in this example, we will update the Federal elections, but the process is similar for all elections. Click **Update**, then click **OK**.

Note: If you want to change your State or Local elections or your Tax Allocations, click the tabs at the top of the Withholding Elections screen. Your options will vary depending on your state or locality.

4. Use the **Prompt** to select your **Marital Status**, then enter your withholding information. Check the **I Agree** box at the bottom of the page, then click **OK** to submit your tax elections.

W-4 Employee's Withholding Certificate

Company	Exelixis Inc
Effective Date	06/22/2022
Name	Jonathan Kuminga
Social Security Number	(empty)
Address	(empty)

W-4 Data

[View Blank Form]

Step 1:

Marital Status *   [   ] [≡]

- ○ Head of Household
- ○ Married filing jointly (or Qualifying widow(er))
- ○ Single or Married filing separately

Complete Steps 2-4 ONLY if they apply. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at www.irs.gov/W4App, and privacy.

Step 2:

Multiple Jobs or Spouse Works ☐

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do only one of the following.
(a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4); or
(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or
(c) If there are only two jobs total, you may check the box above. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld.

TIP: To be accurate, submit a 2022 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

Step 3:

Claim Dependents

If your total income will be $200,000 or less ($400,000 or less if married filing jointly):

Number of Qualifying Children Under Age 17	0
Total Amount for Qualifying Children	0.00
Number of Other Dependents	0
Total Amount for Other Dependents	0.00
Calculated Total Dependent Amount	0.00
Override Total Dependent Amount	0.00

Step 4 (optional):

Other Adjustments

Other Income (not from jobs): If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income.

(a) Other Income (not from jobs)   0.00

Deductions: If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here.

(b) Deductions   0.00

Extra Withholding: Enter any additional tax you want withheld each pay period.

(c) Extra Withholding   0.00

Exempt: You had no federal income tax liability in 2021 and you expect to have no federal income tax liability in 2022. Note: By checking the Exempt box you will have no federal taxes withheld.

Exempt ☐

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

Nonresident Alien ☐

Step 5:

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, I declare that this certificate, to the best of my knowledge and belief, 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, print a paper copy of the form.
The form is not valid without a signature.

I Agree * ☑

[OK]   [Cancel]

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