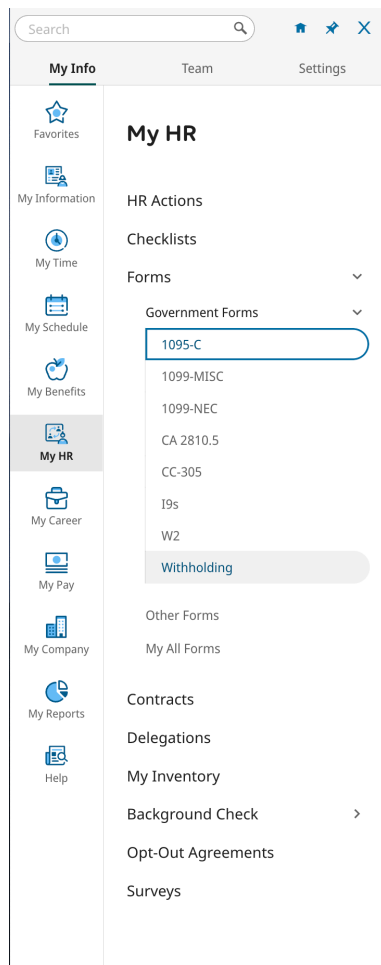# How to Change my Tax Withholding in UKG

**1. Click on the hamburger icon in the upper left corner of your UKG dashboard.**



**2. Follow this Navigation Path**

*Single Person Icon > My HR > Forms > Government Forms > Withholding*

**3. Once on this screen, select "Add New" on the top right corner and choose to change either your federal or state withholding form. You can Save and come back to the form later, if needed.**

**4. When you are ready, click Submit, and enter your UKG password to "sign" the form. The change is then made immediately.**