



# Modifying Federal Tax Withholding

## Modifying Federal Tax Withholding EMPLOYEE

Modify your federal tax withholding based upon your needs. Make sure your federal tax withholding information is accurate to help ensure that the correct tax amounts are deducted from your paycheck.

### 1 Access Current Federal Tax Withholding Information

Log in to HR Central using your Luxottica employee ID and password. In the self-service menu, select **My Pay**. A new browser tab will open for this link.

Select **Myself**. You will see two headers, **Personal** and **Money**, each with a menu choice. In the **Money** drop-down list, select **Withholding Information**.

This screen displays your current withholding information. Select **Federal** to see all detail.

To make changes, select **Edit** (the pencil icon).

#### Reminder(s):

- This applies to US-based employees only.

The screenshot shows the Luxottica HR Central interface. At the top, the Luxottica logo is on the left and 'Welcome, Jane Smith' is on the right. Below the logo is a navigation bar with 'Home' and 'Myself' (highlighted with a red box). Under 'Myself' is a 'Self Service' section. Below that is a large blue banner with the text 'My Pay'. Below the banner is a 'Withholding Information' table. The table has four columns: 'Tax Authority', 'Valid From', 'Filing Status', and 'No. of Exemptions'. The first row shows 'Federal' (highlighted with a red box), 'Oct 1, 2015', 'Married', and '06'. Below the table is a 'Withholding Information' section with a list of fields: 'Tax Authority' (Federal), 'Valid From' (Nov 23, 2015), 'Filing Status' (Married), 'No. of Exemptions' (05), 'Additional Withholding Amount' (10.00), 'Tax Exempt Indicator' (Not exempt), 'Non-residential Tax Calculation' (checkbox), 'Last name is different on SSN Card' (checkbox), and 'Declare\*' (checkbox). At the bottom of the 'Declare\*' section is a red box containing an 'Edit' button (pencil icon) and a 'Close' button.

Tax Authority	Valid From	Filing Status	No. of Exemptions
Federal	Oct 1, 2015	Married	06

Tax Authority	Federal
Valid From	Nov 23, 2015
Filing Status	Married
No. of Exemptions	05
Additional Withholding Amount	10.00
Tax Exempt Indicator	Not exempt
Non-residential Tax Calculation	<input type="checkbox"/>
Last name is different on SSN Card	<input type="checkbox"/>
Declare*	<input type="checkbox"/>

Under penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate or entitled to claim exempt status.



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## 2 Change Federal Tax Withholding

To change your federal tax withholding, start by indicating the date your changes are to become effective. The **Valid From** date defaults to **Today**. To specify a different date, select the **From** option and use the calendar to specify the appropriate date.

If your status is changing, use the **Filing Status** drop-down menu to select the appropriate option.

To change your exemptions, in the **No. of Exemptions** field, enter the new total number.

Use the **Additional Withholding Amount** to add any additional money you want withheld from your pay after the tax is calculated based upon your exemptions.

Generally, the **Tax Exempt Indicator** will display Not exempt, meaning you are not exempt from your employer collecting Federal taxes. If this needs to be changed, check with the HR Service Center.

Check the **Non-residential Tax Calculation** box if you are a resident alien and are to be taxed on only salary made in the US.

You may need to check the **Last name different on SSN Card** if your last name has changed based upon your status.

**Checking the Declare box is required when you have changed any exemptions.**

Review all your changes for accuracy. When you are ready, select **Save** to confirm your changes.

You will see a message that your changes have been saved. The **Federal** detail will now reflect those changes.

Withholding Information

Tax Authority Federal

Valid From  
☒ Today  
☐ From 11/23/2015

Filing Status  
Married

No. of Exemptions  
06

Additional Withholding Amount  
10.00

Tax Exempt Indicator Not exempt

☐ Non-residential Tax Calculation

☐ Last name is different on SSN Card

☒ Declare\*  
Under penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate or entitled to claim exempt status.

Save Close

Withholding Information

✓ Your changes have been saved

Tax Authority	Valid From	Filing Status	No. of Exemptions
Federal	Nov 23, 2015	Married	06