

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.

Reminder(s):

• This applies to US-based employees only.

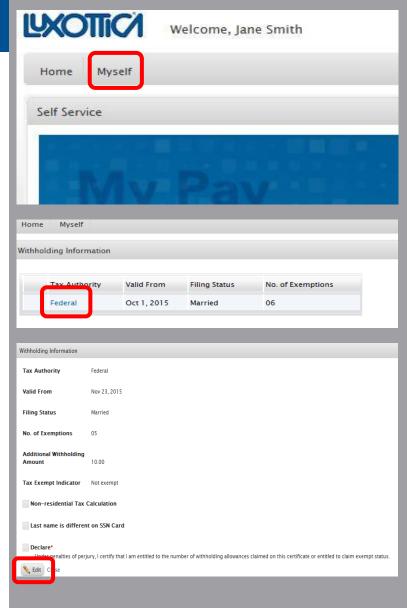
Access Current Federal Tax Withholding Information

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).







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Change Fvederal 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 Feral 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.

