

SELECT AND UPDATE WITHHOLDING ELECTIONS

You can easily edit your W-4 withholding elections in CIC Plus+ through single sign on via Workday by following the steps below. This applies to U.S. team members only. (This is not available on the Workday Mobile App)

1. Before proceeding, make sure that your SSN, DOB, resident and work address is correct:

My Information

Name Papa John

SSN [Show Details](#)

DOB ** / ** / **

Employee No. 25639

The addresses below will be used to determine which tax withholding forms you are presented. Please review and if anything is incorrect **stop**, logout, make the update in Workday and then return.

The Provided Address was saved successfully

Resident Address	Work Address
Permanent Address 245 Passaic Ave Passaic, NJ 07055-3637 USA	Work Location 25 Hanover Rd Florham Park, NJ 07932-1424 USA

[Continue to Forms](#)

4. If your information is correct, click on **Continue to Forms** at the bottom to proceed.

2. You will be asked a series of questions that will generate the correct federal and state forms for you to complete. Once the forms have been generated, click on **Start** to proceed to the tax form. [Start](#)

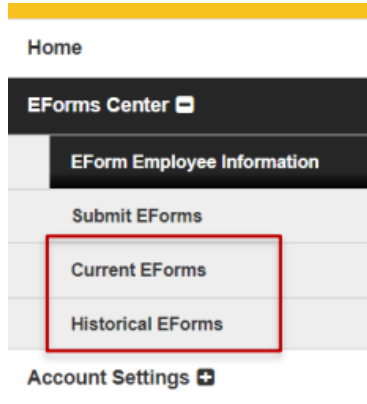
3. Each form will have a link to the Instructions at the upper right corner should you need further information or details to complete the form.

4. Once you have completed filling out a form, you have the option of either Finish Later, Preview Form, or Submit to Employer.

By selecting "Submit to Employer" you agree that your completed form will be electronically signed and submitted to your employer.

5. Once you have submitted all your forms, the information you have provided will automatically feed back to Workday and will take into effect immediately.

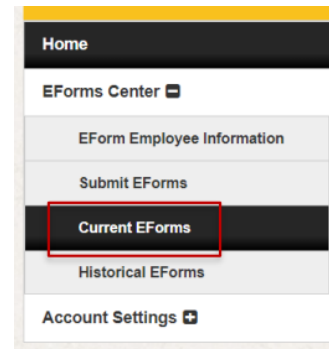
6. You may update or review your current or historical forms by clicking on the navigation buttons on the left.



UPDATING CURRENT WITHHOLDING ELECTIONS

Please know that if this is your first time submitting your federal and state tax forms through CIC Plus+ OR had any critical data change such as your home and/or work address or correction to your SSN or DOB, you will be prompted to submit a new Federal W-4 form, even though you wish to only update your State Tax Form(s).

1. If there is no critical data change but would like to update your marital status, number of dependents, etc, you can either follow steps 1-6 or you can do so by clicking on Current EForms on the navigation buttons on the left.



2. Then click on **Change** next to the form you wish to update.

Current EForms		
Form Name	Completed Date	
Federal W-4	6/23/2021 2:37 PM	View Change
New Jersey NJ-W4	6/23/2021 2:37 PM	View Change
New York IT-2104	6/23/2021 2:37 PM	View Change