

When to fill out a W-4 Form

You fill out a W-4:

- to change your marital status
- to change your withholdings
- to set up withholdings if you are a new hire

If you don't fill out a tax withholding form, your filing status will default to:

- single with zero withholding allowances for federal tax
- single with zero withholding allowances for state tax

You will then be taxed at the highest possible rate.

Getting and submitting a W-4 Form

The W-4 form is available for you to fill out and submit electronically in ExpressHR. Once you submit your change online, you can verify that your changes were applied by viewing your next electronic pay stub.

If you are unable to submit an electronic W-4 form, a paper copy is available on the [Internal Revenue Service \(IRS\) Website](#). Once you have printed and filled out the W-4 form you must submit it to:

hrrsctax@kroger.com (preferred) or via fax to (620) 560-6849. Both the email address and fax number are secured.

How to fill out the W-4 Form

The W-4 form (electronic and paper copy) has a worksheet that can help you determine how many withholding allowances to claim given your individual situation.

When changes take effect

Depending on your payroll processing date and the date you made your change you may not see the change for two pay cycles.

Tax options

To have additional taxes withheld for state tax and/or federal tax:

- put in the additional dollar amount you would like deducted from each paycheck in Step 4(c) (labeled "additional withholding")

To have no taxes taken from your paycheck you must meet both conditions below and then write "Exempt" in the space below Step 4(c):

- you have qualified for a refund of all federal income tax withheld last year because you had no tax liability
- you expect to qualify for a refund of all federal income tax withheld this year because you have no tax liability.

Paycheck

All taxes withheld from your check will show in the deduction section of the pay stub.