

# HOW DO I UPDATE MY TAX WITHHOLDINGS?

Changes to your tax withholdings is completed within your **Manpower Account**.

## TAX FORMS

- Log into your Manpower Account via [www.manpower.com](http://www.manpower.com).
- Go to **Dashboard** under your account once logged in.
- Click on the **Time & Pay** section.
- Expand the **Tax Forms** section.
- Click **View / Submit Tax Forms**. *This will bring you to the “My Tax Forms” page.*

You can view your current tax form on file or create a new tax form.

### To create a new tax form:

- Select the correct **work address**.
- Click **Create Form**.
- Create a **4-digit Pin**.
- Complete all requested information.
- Submit form.

You may choose to manually select which forms to complete – Federal and/or State - or to receive a prompt as to which ones to complete based on work location selected.