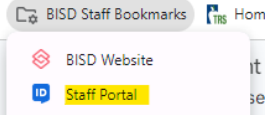
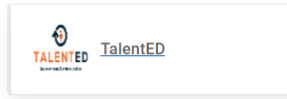
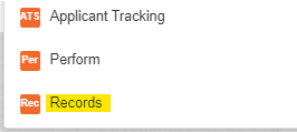
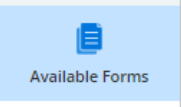
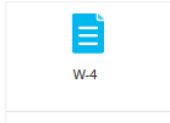
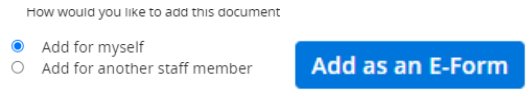




How to update my W-4

	<p>Log in to your BISD Staff Portal</p>
	<p>Click on TalentED</p>
	<p>Verify that you are in TalentED Records. If not, click on the top right 9 blocks & choose Records.</p>
	<p>Click on Available Forms</p>
	<p>Click on W-4</p>
	<p>Add for myself & click on Add as an E-Form</p>
	<p>When you have filled in all required fields, click on Save. This will send the form to "My Tasks" to be signed.</p>
	<p>Once you sign the form you are able to "Print as PDF" to save for your records if you'd like. Click on Submit. This will direct the form to your Payroll Specialist to update your Tax Information. W-4's received by the 5th of the month will be effective in the current month. W-4's received after the 5th of the month will be effective in the following month. Contact your Payroll Specialist if you have questions or concerns.</p>