## How to update my W-4

BISD Staff Bookmarks This Hom BISD Website It Staff Portal Se	Log in to your BISD Staff Portal
TALENTED TalentED	Click on TalentED
ATS Applicant Tracking Per Perform Rec Records	Verify that you are in TalentED Records. If not, click on the top right 9 blocks & choose Records.
Available Forms	Click on Available Forms
<b>E</b> w.4	Click on W-4
How would you like to add this document <ul> <li>Add for myself</li> <li>Add for another staff member</li> </ul> Add as an E-Form	Add for myself & click on Add as an E-Form
PDF Save My Tasks	When you have filled in all required fields, click on Save. This will send the form to "My Tasks" to be signed.
Print as PDF Submit	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.