The following steps should be followed after you have successfully logged into Paycom.

Step 1: To change your Federal and State Taxes, select "Tax Setup" from the Payroll tile.

Step 2: Make changes to the appropriate fields for either Federal, State or both.

Click the box "Under penalties of perjury, I declare that I have examined the information provided and, to the best of my knowledge and belief, it is true, correct and complete."

Federal Blocked/Estimated
NO

Federal Filing Status

Number of Federal Allowances

Select the appropriate option to withhold an additional amount or percentage.

◉ Withhold Additional Amount $ 0   ○ Withhold Additional Percent   % Decimal Format (ex: 5% is 0.0

State and Local Tax Setup

Primary Live-in State
California

Primary Work-in State
California

California Tax Setup

Blocked/Estimated
NO

State Filing Status

Regular Withholding Allowances

Select the appropriate option to withhold an additional amount or percentage.

○ Withhold Additional $ ○ Withhold Additional   % Decimal Format (ex: 5% is 0.0
  Amount   Percent

☐ Under penalties of perjury, I declare that I have examined the information provided and, to the best of my knowledge and belief, it is true, correct and complete.

STEP 3: Click "Update."

ⓘ Changes will not be applied unless you click "UPDATE"

CANCEL   UPDATE