**Updating State Withholding Election**

1. *Make sure address is updated in Workday or you could be charged tax in both States.*
2. Select: Pay widget

3. Select: *Withholding Elections* (under Actions box)

4. Click on: *State Elections* tab
5. Then select: *Update* (Bottom left)
Updating State Withholding Election

6. Select the State needed
7. Click: OK

8. Complete Any needed State tax election forms required by the State
9. Check box: I Agree (at bottom)
10. Click: OK