



## Signature on W-4 Form

*APTAWEB 12047*

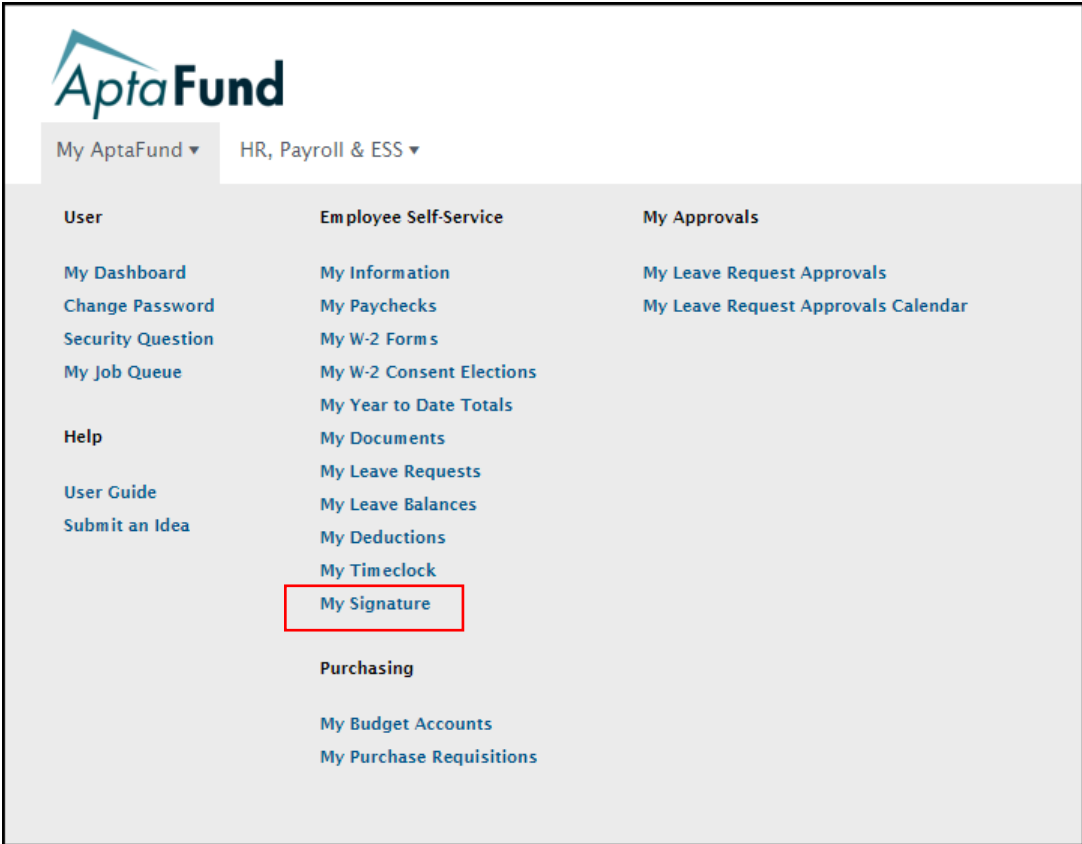
### Introduction

A “Sign” button was added to the bottom of the W-4 document (Federal and State). This allows users to electronically sign their W-4 forms. This option can be found in My Aptafund > Employee Self-Service > My Deductions. Employees can now use an uploaded signature to sign and date the Federal and State W-4 to electronically sign the forms.

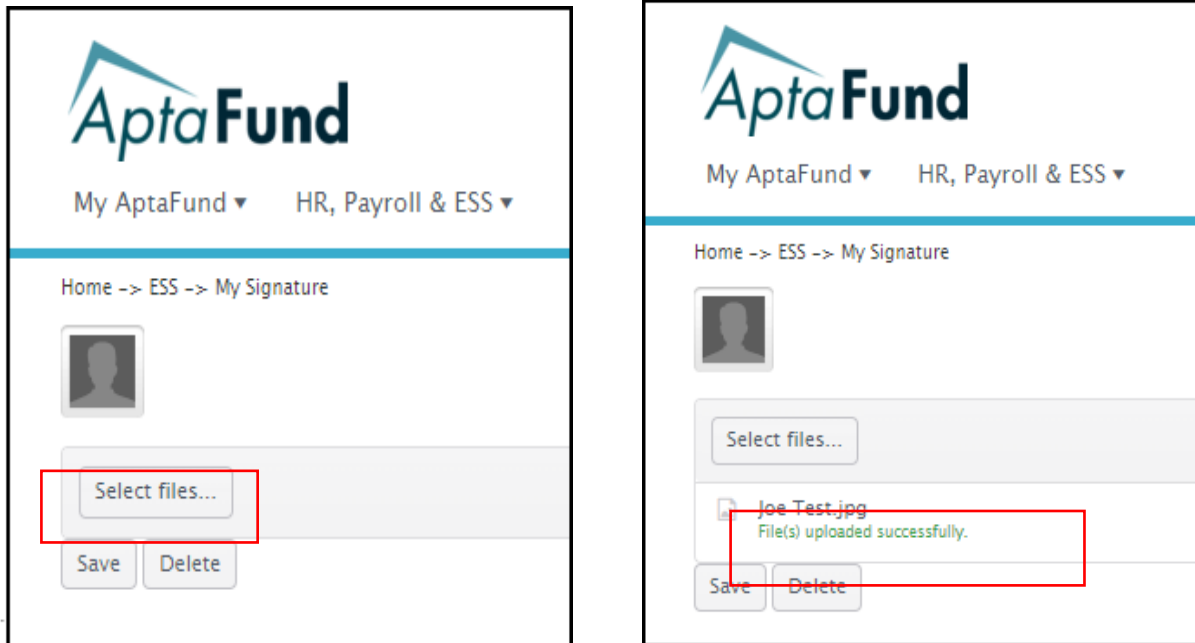
### Adding a Signature

To create a signature file, please see the User Signature Upload Tech Doc from the 2022.03.04 Release.

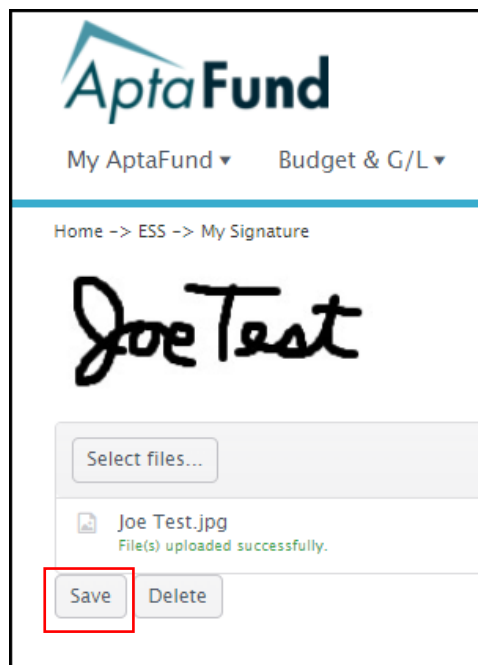
Once the signature file is created, go to My Aptafund > My Signature.



When **My Signature** is selected, the screen shown below on the left is displayed. Click on **Select Files**, then find and select the signature file that was previously created. Once the signature has been selected, the file name will show on the screen (see sample screen shown below on the right).



Click the **Save** button and the signature should display on the screen (see sample screen below).



## Changing the W-4 Form and Signing the W-4 Form

Employees can go to **My AptaFund > My Deductions** and select **New Federal W-4** or **New State W-4**. Make the necessary changes to the W-4 Form and then click on **Sign**. A pop-up box will be displayed where the employee should enter their name in the **Consent Name** box exactly as it is shown in the "Name to Enter" field and click on the **Sign** button in the pop-up box.

The screenshot displays the AptaFund web interface for managing withholding forms. A 'Sign Form' pop-up dialog is active, prompting the user to enter their name. The dialog contains the following text: 'Please enter your Name to sign this document.' Below this, the 'Name to Enter' field is populated with 'Brad H Young'. A red box highlights the 'Consent Name' input field, which is currently empty. At the bottom of the dialog, there are 'Sign' and 'Cancel' buttons, with the 'Sign' button also highlighted by a red box. In the background, the 'Federal Withholding' form is visible, showing various steps for claiming dependents, other adjustments, and signing. The 'Sign' button at the bottom of the form is also highlighted with a red box. The footer of the page includes the HARRIS School Solutions logo and copyright information for 2022.

After the employee clicks the **Sign** button, their signature will be shown on the **Employee's Signature** line and the date will automatically be shown in the **Date** field on the W-4 Form. Next, the employee can click on the **Submit** button to submit the changes.

Federal Withholding

**Claim Dependents**

Multiply the number of qualifying children under age 17 by \$2,000 ▶

Multiply the number of other dependents by \$500 . . . . . ▶

Add the amounts above and enter the total here . . . . . **3** \$ 0.00

**Step 4 (optional): Other Adjustments**

(a) **Other income (not from jobs).** If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income . . . . . **4(a)** \$ 0.00

(b) **Deductions.** If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here . . . . . **4(b)** \$ 0.00

(c) **Extra withholding.** Enter any additional tax you want withheld each pay period . . . . . **4(c)** \$ 0.00

**Step 5: Sign Here**

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

**Employee's signature** (This form is not valid unless you sign it.) ▶ **Date** 06/08/2022

**Employers Only**

Employer's name and address	First date of employment	Employer identification number (EIN)
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For Privacy Act and Paperwork Reduction Act Notice, see page 3. Cat. No. 10220Q Form **W-4** (2021)

Sign Submit Close

## Signing the W-4 Form if no Signature has been Uploaded

If no signature has been uploaded, when the employee clicks the **Sign** button, they will enter their name in the **Consent Name** box exactly as it is shown in the "Name to Enter" field and click on the **Sign** button in the pop-up box. The program will display the employee's name in printed form in the Employee Signature field along with the current date in the **Date** field on the W-4.

Sign Form

Please enter your Name to sign this document.

Name to Enter: Judith Z Bradley

\*Consent Name: Judith Z Bradley

Sign Cancel

Federal Withholding

be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

**Step 3:** If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):

**Claim Dependents**

Multiply the number of qualifying children under age 17 by \$2,000 ▶

Multiply the number of other dependents by \$500 . . . . . ▶

Add the amounts above and enter the total here . . . . . **3** \$ 0.00

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**Step 4 (optional):**

**Other Adjustments**

**(a) Other income (not from jobs).** If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income . . . . . **4(a)** \$ 0.00

**(b) Deductions.** If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here . . . . . **4(b)** \$ 0.00

**(c) Extra withholding.** Enter any additional tax you want withheld each pay period . . . . . **4(c)** \$ 0.00

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**Step 5:** Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

**Sign Here**

Bradley, Judith Z 06/08/2022

**Employee's signature** (This form is not valid unless you sign it.) **Date**

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**Employers Only**

Employer's name and address	First date of employment	Employer identification number (EIN)
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Sign Submit Close

If the employee makes a mistake when entering their name in the Consent Name box, an error message will be displayed: **“Invalid Consent Name! Please make sure to write your first name, middle initial and last name in that exact order.”**

Sign Form

Please enter your Name to sign this document.

Name to Enter: Brad H Young

\*Consent Name:

Sign Cancel

Error message:

