

Changing your Federal and State taxes through Paychex Flex

Step 1:

Log into your Paychex Flex account. Click [HERE](#) or copy the link below into your internet browser.

<https://myapps.paychex.com/>

Step 2:

Once logged into Paychex Flex, click on “My Pay,” located to the left hand side of the Paychex Dashboard.

Step 3:

Select “Taxes”

Federal Tax

Under Federal Income Tax, select “Edit”

Under Extra Amount or Additional Percentage, add or delete your extra withholdings

Select “Save”

State Tax

Under California State Income Tax, select “Edit”

Under Extra Amount or Additional Percentage, add or delete your extra withholdings

Select “Save”

Step 4:

Fill out the Federal and/or State Tax forms and return this to Human Resources

Click [HERE](#) for the Federal W2 Form

Click [HERE](#) for the State Tax Form

Please note: If you would like to have your additional withholdings deducted from your normal bi-weekly pay but not your Team Bonus Pay, you will have to repeat this process each time to remove/add your additional tax withholdings.