For Federal tax withholding, follow the steps below to navigate within Ignite to enter your W-4 information:


2. Then, enter information into Ignite based on instructions below.

Filing Status – Use the drop-down menu to select Head of Household, Married Filing Jointly, or Single or Married Filing Separately.

Multiple Jobs – See Step 2

Extra Withholding – See Step 4, Box C

Exempt from Federal Income Tax – Read page 2, General Instructions

Qualifying Dependents Amount – See Step 3

Other Dependents Amount – See Step 3

Total Dependents Amount – See Step 3, Box 3

Other Income Amount – See Step 4, Box A

Deductions Amount – See step 4, Box B
What If I Work Out of State?

If you work out of state, your home address will determine your state income withholding tax.

You will need to refer to your own state’s W-4 form. You can find this information online by searching through Google.

In addition, you will need to enter your state’s W-4 information within Ignite.

To Do This Within Ignite, Follow These Steps:

How Can I Enter This Information Within Ignite?

Within your tax withholding information, select Add in the upper right-hand corner of the screen. In the section “What form would you like to add,” use the drop-down menu to select your home state.