



Update Your Paycheck Withholding Allowances Online

Your Wealth.



If you need to update your federal or state tax withholding allowances or claim exempt status, you will need to submit your changes online. All U.S.-payroll employees can make federal withholding changes online. State withholding changes are currently available online only if you are based in California, Louisiana or Mississippi. If you are in any other state and want to change your state withholding, or if you do not have access to the Employee Services Portal on the U.S. HR website, you will need to submit a paper form to Payroll Operations.

How to Update Your Federal and State Tax Withholding Online

To access your federal or state tax withholding form online, go to the [U.S. HR website](#) and choose [My Personal Information](#). This will take you to the Employee Services Portal. Select **Federal and State Tax Withholding** under the Payment and Withholding section to view and change your withholding allowances or claim exempt status.

- Carefully review your record and decide what, if any, action you wish to take.
- Update your record and **Save** your changes.
- When you click **Save**, your changes will be automatically submitted to Payroll Operations. **Please do not send a hard copy or electronic copy of your withholding allowance certificate to Payroll Operations.**

Changes to your withholding or “exempt” status will take effect the pay period after they are submitted. You can update them at any time by following the above instructions.

Where to Find More Information

For more information about what’s deducted from your pay, review the [taxes and benefit deductions](#) that will be applied to your 2015 paychecks.

You can also visit the [IRS website](#) for tools and information to help you determine your personal allowances, deductions or adjustments, or call 1-800-TAX-FORM (1-800-829-3676). Chevron does not provide income tax advice to employees.