

How to review basic employee information on your Profile Summary:

- 1) Login to your Paycor account. <https://hcm.paycor.com/authentication/signin>
- 2) From the main login page, locate and click the “Profile Summary” button located in the middle of the screen.

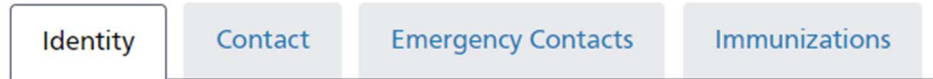


- 3) You will be directed to your Profile Summary. On the far left of the screen, locate the “Personal” dropdown. Select that and then locate and click the “Personal Info” button.

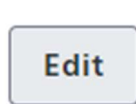


- 4) Review all of the information under the Identity, Contact, and Emergency Contacts tabs. Please update any information that needs updated.

Personal Information

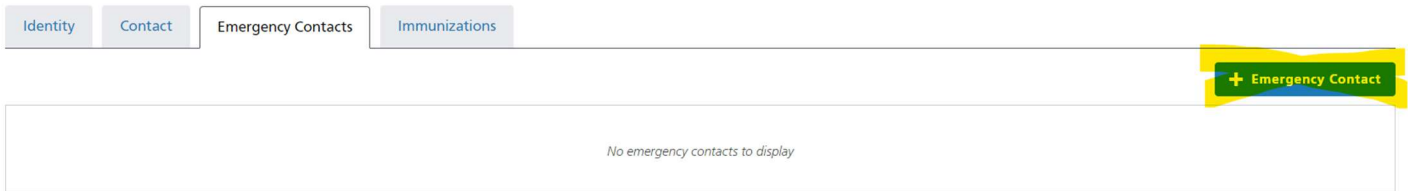


- 5) Under each tab, there is an “Edit” button in the top right corner that allows you to update your information.

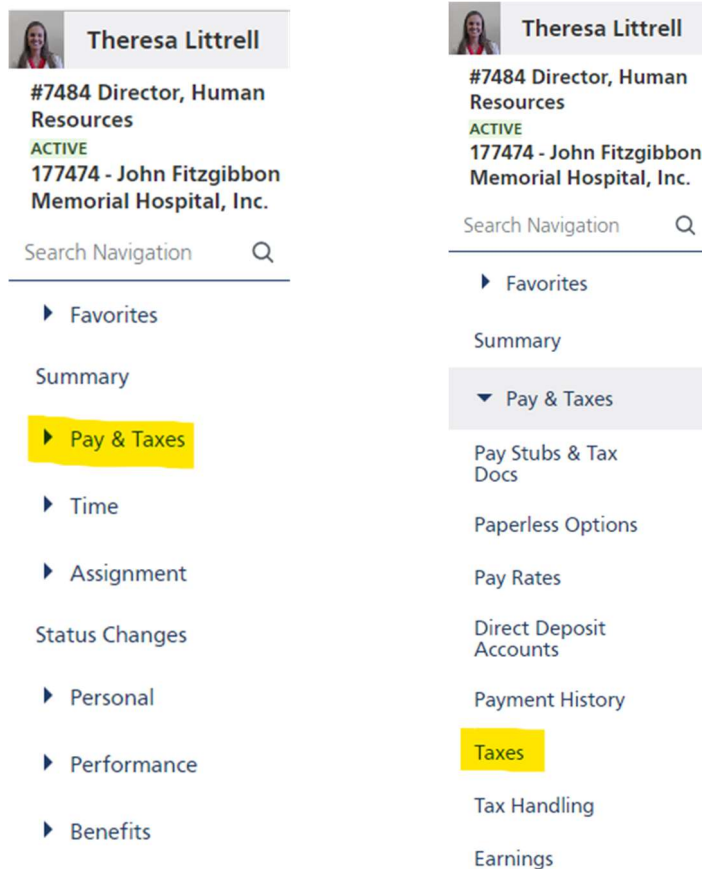


- 6) If there are no contacts listed under “Emergency Contacts”, click the blue “+ Emergency Contact” button, fill in the information, and click the blue “Add” button.

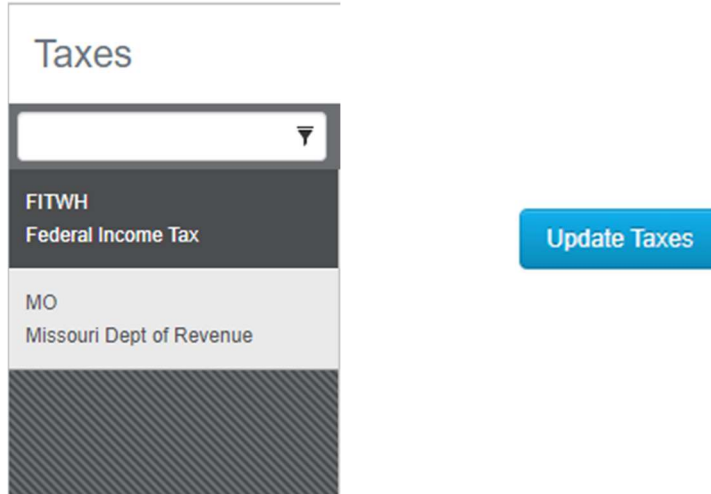
Personal Information



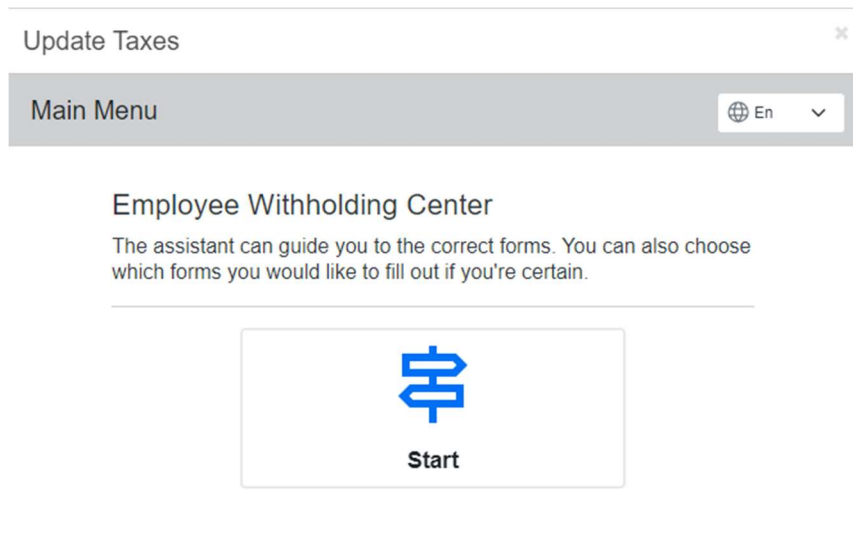
- 7) Refer back to the far left of the screen and locate the “Pay & Taxes” dropdown. Select that and then locate and click the “Taxes” button.



- 8) Review the “Federal Income Tax” and “Missouri Dept of Revenue” tabs to ensure your tax filings are set up the way you want them to be. If you need to make a change to either of your W-4’s, locate the blue “Update Taxes” button in the top right corner and follow the prompts.



- 9) Click “Start” to begin the process of updating your Federal and Missouri W-4, if needed.



10) To access the standard Federal W-4 form, select option 3. A Spanish form is available as well under option 4. Make your selection and then click the blue “Next” button.

Update Taxes

Federal - Survey

[Check my progress](#)

Step 1: Survey

Select the correct choice: Foreign Earned Income Exclusion, Nonresident Alien, Standard Federal Form W4

- Foreign Earned Income Exclusion - I expect to qualify for the foreign earned income exclusion under either the bona fide residence or physical presence test for calendar year or other tax year
- Nonresident Alien who is EXEMPT - I am exempt from withholding on compensation for independent (or eligible dependent) personal services of a Nonresident Alien Individual, see instructions for Form 8233
- Standard Federal Withholding (English)** - I am not qualified for a Foreign Earned Income Exclusion. I want to complete the standard Federal W4
- Retención Federal Estándar (Español) - No estoy calificado para una exclusión de ingresos del trabajo en el extranjero. Quiero completar el estándar Federal W4

Nonresident Alien: If you are an alien individual (that is, an individual who is not a U.S. citizen), specific rules apply to determine if you are a resident alien or a nonresident alien for tax purposes. Generally, you are a resident alien if you meet either the "green card test" or the "substantial presence test" for the calendar year. Any person not meeting either test is generally a nonresident alien. Additionally, an alien individual who qualifies as a resident of a treaty country (defined later) or a bona fide resident of Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, or American Samoa is a nonresident alien individual.

Instructions for Form 8233: [i8233](#)

[Back](#) [Next](#)

11) To begin filling out Federal Form W-4, click the blue “Start” button.

Update Taxes

Main Menu En

Federal - Survey

[Check my progress](#)

Based on answers you provided, we have determined the following withholding form(s) may apply to you.

	Locality	Name	Title	Status
Start	FEDERAL	W-4	Employee's Withholding Certificate	Not Complete

- 12) Complete each step as prompted. After completing all the steps, you will see the screen below. Check the box next to “Under penalties of perjury, I declare....” and then click the blue “Submit Form” button.

Update Taxes
✕

Main Menu
En ▼

FEDERAL - Employee's Withholding Certificate - W-4

Wizard
Form and Instructions

Please review the document below

If you would like to make any changes, you may return to the previous page.
 If you would like to submit this form, please agree to the terms below.

	1,870	3,680	4,830	5,840	7,040	8,240	8,770	8,970	9,170	9,370	9,570	9,700
\$60,000 - 79,999	1,870	3,680	4,830	5,840	7,040	8,240	8,770	8,970	9,170	9,370	9,570	9,700
\$80,000 - 99,999	1,870	3,690	5,040	6,240	7,440	8,640	9,170	9,370	9,570	9,770	9,970	10,810
\$100,000 - 124,999	2,040	4,050	5,400	6,600	7,800	9,000	9,530	9,730	10,180	11,180	12,180	13,120
\$125,000 - 149,999	2,040	4,050	5,400	6,600	7,800	9,000	10,180	11,180	12,180	13,180	14,180	15,310
\$150,000 - 174,999	2,040	4,050	5,400	6,600	7,800	9,000	10,860	12,180	13,180	14,230	15,530	16,830
\$175,000 - 199,999	2,040	4,710	6,860	8,860	10,860	12,860	14,380	15,680	16,980	18,280	19,580	20,810
\$200,000 - 249,999	2,720	5,610	8,060	10,360	12,660	14,960	16,590	17,890	19,190	20,490	21,790	23,020
\$250,000 - 399,999	2,970	6,080	8,540	10,840	13,140	15,440	17,060	18,360	19,660	20,960	22,260	23,500
\$400,000 - 449,999	2,970	6,080	8,540	10,840	13,140	15,440	17,060	18,360	19,660	20,960	22,260	23,500
\$450,000 and over	3,140	6,450	9,110	11,610	14,110	16,610	18,430	19,930	21,430	22,930	24,430	25,870

		Head of Household										
Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$0	\$50	\$80	\$1,020	\$1,020	\$1,020	\$1,020	\$1,220	\$1,870	\$1,870	\$1,870	\$1,960
\$10,000 - 19,999	510	1,510	2,020	2,220	2,220	2,220	2,420	3,420	4,070	4,070	4,160	4,360
\$20,000 - 29,999	850	2,020	2,560	2,760	2,760	2,960	3,960	4,960	5,610	5,700	5,900	6,100
\$30,000 - 39,999	1,020	2,220	2,760	2,960	3,160	4,160	5,160	6,160	6,900	7,100	7,300	7,500
\$40,000 - 59,999	1,020	2,220	2,810	4,010	5,010	6,010	7,070	8,270	9,120	9,320	9,520	9,720
\$60,000 - 79,999	1,070	3,270	4,810	6,010	7,070	8,270	9,470	10,670	11,520	11,720	11,920	12,120
\$80,000 - 99,999	1,870	4,070	5,670	7,070	8,270	9,470	10,670	11,870	12,720	12,920	13,120	13,450
\$100,000 - 124,999	2,020	4,420	6,160	7,560	8,760	9,960	11,160	12,360	13,210	13,880	14,880	15,880
\$125,000 - 149,999	2,040	4,440	6,180	7,580	8,780	9,980	11,250	13,250	14,900	15,900	16,900	17,900
\$150,000 - 174,999	2,040	4,440	6,180	7,580	9,250	11,250	13,250	15,250	16,900	18,030	19,330	20,630
\$175,000 - 199,999	2,040	4,510	7,050	9,250	11,250	13,250	15,250	17,330	19,480	20,780	22,080	23,380
\$200,000 - 249,999	2,720	5,920	8,620	11,120	13,420	15,720	18,020	20,320	22,270	23,570	24,870	26,170
\$250,000 - 449,999	2,970	6,470	9,310	11,810	14,110	16,410	18,710	21,010	22,960	24,260	25,560	26,860
\$450,000 and over	3,140	6,840	9,880	12,580	15,080	17,580	20,080	22,580	24,730	26,230	27,730	29,230

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

Back
Submit Form
 Print
 Download

- 13) You will then be prompted to complete the Missouri W-4. Follow the prompts until you see the screen below. Click the blue “Start” button to complete the MO W-4.

Update Taxes
✕

Main Menu
En ▼

Missouri - Survey

Check my progress

Based on answers you provided, we have determined the following withholding form(s) may apply to you.

	Locality	Name	Title	Status
Start	MO	MO W-4	Employee's Withholding Certificate	Not Complete

Back

14) Complete each step as prompted. After completing all the steps, you will see the screen below. Check the box next to “Under penalties of perjury, I certify....” and then click the blue “Submit Form” button.

Update Taxes
✕

Main Menu
En

MO - Employee's Withholding Certificate - MO W-4

Wizard
Form and Instructions

Please review the document below

If you would like to make any changes, you may return to the previous page.
If you would like to submit this form, please agree to the terms below.

Under penalties of perjury, I certify that the information provided on this form is true and accurate.

Signature	Employee's Signature (Form is not valid unless you sign it)	Date (MM/DD/YYYY)						
Employer	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Employee's Name John Fitzgibbon Memorial Hospital, Inc.</td> <td style="width: 50%;">Employee's Address 2305 S Hwy 65</td> </tr> <tr> <td>City Marshall</td> <td>State MO</td> </tr> <tr> <td>ZIP Code 65340</td> <td></td> </tr> </table>	Employee's Name John Fitzgibbon Memorial Hospital, Inc.	Employee's Address 2305 S Hwy 65	City Marshall	State MO	ZIP Code 65340		
Employee's Name John Fitzgibbon Memorial Hospital, Inc.	Employee's Address 2305 S Hwy 65							
City Marshall	State MO							
ZIP Code 65340								
	Date Services for Pay First Performed by Employee (MM/DD/YYYY)	Federal Employer I.D. Number 440655986						
		Missouri Tax Identification Number						

Notice to Employer:
Within 20 days of hiring a new employee, a copy of the Employee's Withholding Certificate (Form MO W-4) must be submitted by one of the following methods:

- Email: withholding@dor.mo.gov
- Fax: 877-573-5172
- Mail to: Missouri Department of Revenue
P.O. Box 3340
Jefferson City, MO 65105-3340

Please visit tax.mo.gov/child-support/employers/new-hire-reporting.htm for additional information regarding new hire reporting.

Notice to Employees:
Return completed form to your Employer. Consider completing a new Form MO W-4 each year and when your personal or financial situation changes. Visit our online withholding calculator mytax.mo.gov/tptportal/home/withholding-calculator.

Items to Remember

- Employees must complete a new form if their filing status changes or to adjust the amount of withholding.
- If you are claiming an "Exempt" status due to the Military Spouses Residency Relief Act you must provide one of the following to your employer: Leave and Earnings Statement of the non-resident military servicemember, Form VA-2 issued to the nonresident military servicemember, a military identification card, or specific military orders received by the servicemember. You must also provide verification of residency such as a copy of your state income tax return filed in your state of residence, a property tax receipt from the state of residence, a current drivers license, vehicle registration or voter ID card. For additional assistance in regard to Military, visit the department's website dor.mo.gov/military/.
- Additional information can be found at mo.gov/business/withhold/.

Mail to:
Taxation Division
P.O. Box 3340
Jefferson City, MO 65105-3340

Phone:
(573) 522-0967

Fax:
877-573-5172

Ever served on active duty in the United States Armed Forces?
If yes, visit dor.mo.gov/military/ to see the services and benefits we offer to all eligible military individuals. A list of all state agency resources and benefits can be found at veteranbenefits.mo.gov/state-benefits/

Form MO W-4 (Revised 12-2023)

Under penalties of perjury, I certify that the information provided on this form is true and accurate.

Back
Submit Form

Print

Download

15) After reviewing your Profile Summary and Tax Information, feel free to click around and review all other information in your profile to ensure it all looks accurate and up to date.