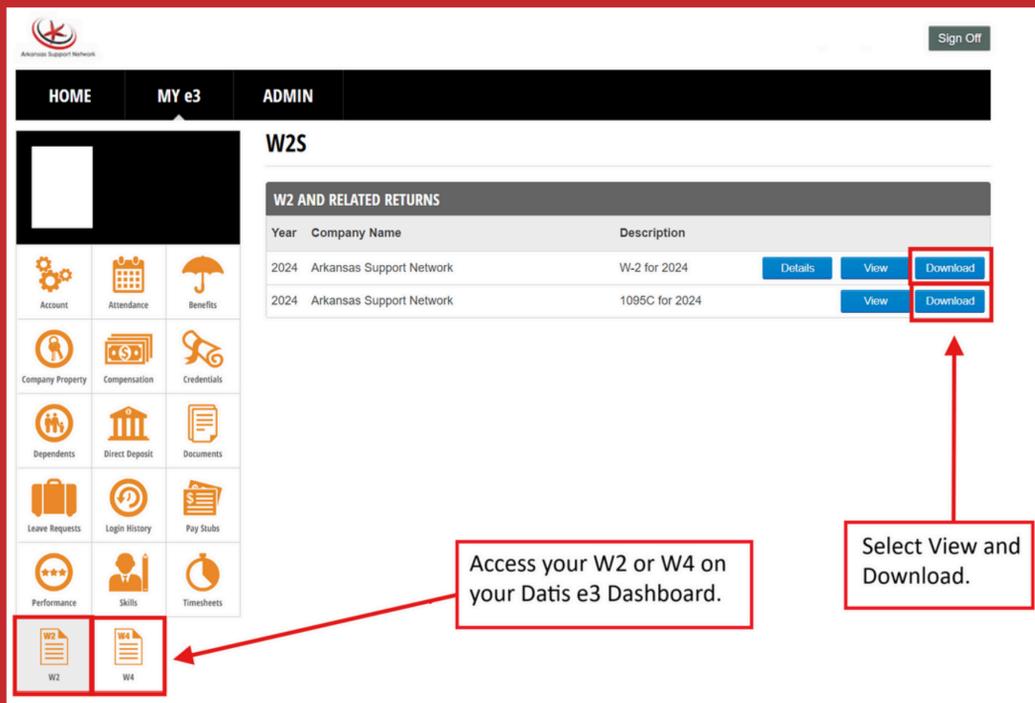


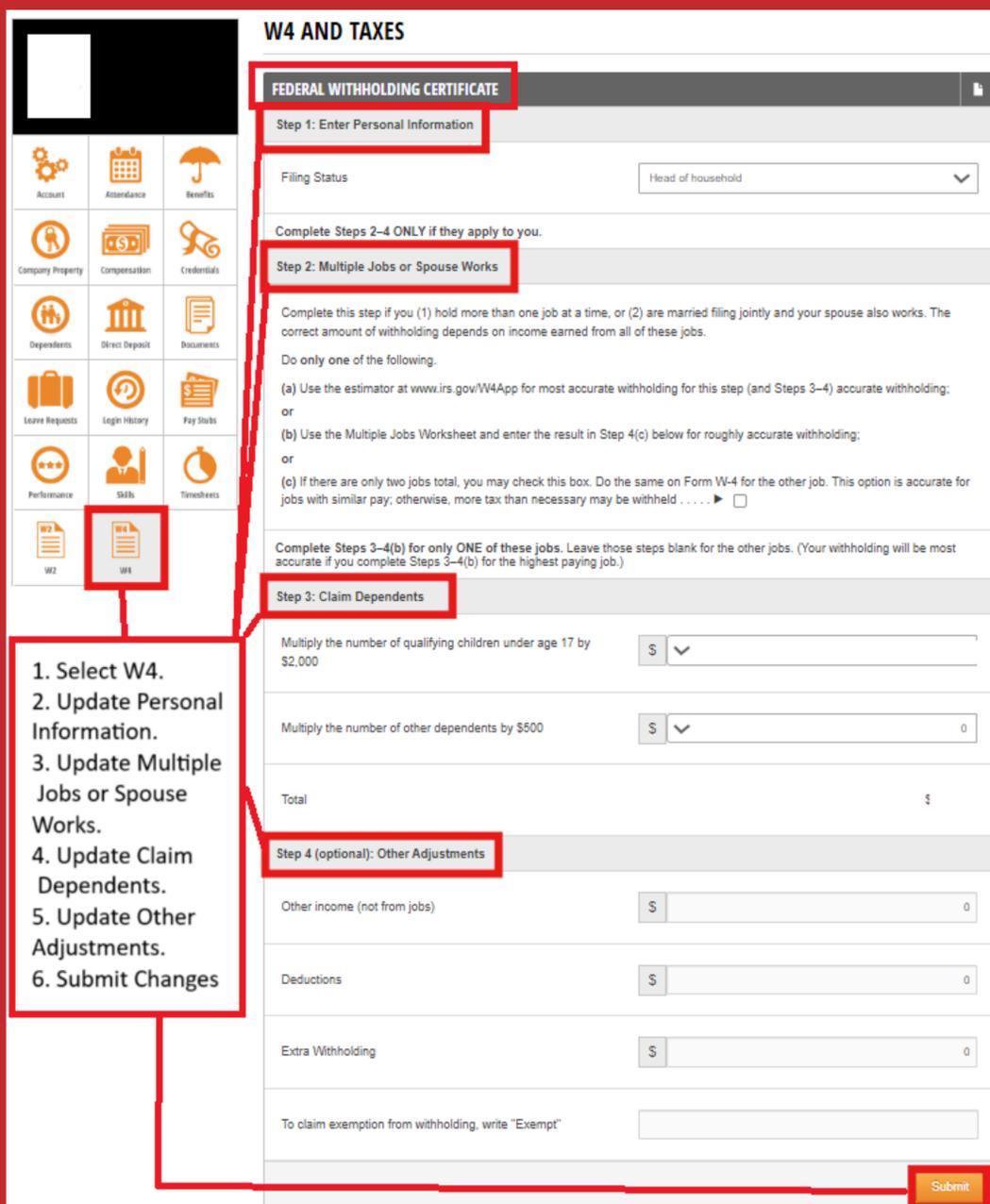
# How to Access and Download W2s and W4s in Datis

1. Click your W2 or W4 on your Datis Dashboard.
2. Select View or Download.



# How to Update 2025 Tax Information

1. Select W4
2. Update Personal Information
3. Update Multiple Spouses or Jobs
4. Update Claim Dependents
5. Update Other Adjustments
6. Select Submit
7. Scroll down the page to adjust State Withholdings



# How to Update 2025 State Withholding

1. Update State Withholding
2. Select Submit

