## 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.

Arkonsas Support Network						-		Sign Off
HOME	Ν	MY e3	ADMI	N				
			W2S					
			W2 A	ND RELATED RETURNS				
			Year	Company Name	Description			
800	0-0		2024	Arkansas Support Network	W-2 for 2024	Details	View	Download
Account	Attendance	Benefits	2024	Arkansas Support Network	1095C for 2024		View	Download
Company Property	Compensation	Credentials						1
Dependents	Direct Deposit	Documents						
Leave Requests	Login History	Pay Stubs					Solor	at View and
Performance	Skills	<b>C</b> Timesheets			Access your W2 or W4 on your Datis e3 Dashboard.		Dow	nload.
W2 W2	W4	-				I		

### How to Update 2025 Tax Information

1. Select W4 2. Update Personal Information

				W4 AND TAXES						
				FEDERAL WITHHOLDING CERTIFICATE						
			1	Step 1: Enter Personal Information						
Acount	Attendance	Benefits	I	Filing Status	Head of household					
Company Property	Compensation	Credentials	l	Complete Steps 2–4 ONLY if they apply to you. Step 2: Multiple Jobs or Spouse Works						
Dependents	Direct Deposit	Documents		Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs. Do only one of the following.						
Leave Requests	quests Login History Fac		Fay Stubs	(a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3–4) accurate withholding; or						
Performance	Skils	<b>Timesheets</b>		<ul> <li>(b) Use the Multiple Jobs Worksheet and enter the result in Step 4(c) below for roughly accurate withholding;</li> <li>or</li> <li>(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld       </li> </ul>						
WZ	We			Complete Steps 3–4(b) for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) for the highest paying job.)						
				Step 3: Claim Dependents						
1. Sele	<ol> <li>Select W4.</li> <li>Update Personal Information.</li> </ol>			Multiply the number of qualifying children under age 17 by \$2,000	s 🗸					
2. Upo Inform				Multiply the number of other dependents by \$500	\$ 🗸 0					
3. Update Multiple Jobs or Spouse Works			K	Total	ţ					
4. Upo	date Cla	im		Step 4 (optional): Other Adjustments						
Depe 5. Upo	Dependents. 5. Update Other			Other income (not from jobs)	\$					
6. Sub	Adjustments. 6. Submit Changes			Deductions	\$					
			-	Extra Withholding	\$					
				To claim exemption from withholding, write "Exempt"						
	l		_		Submit					

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

STATE WITHHOLDING CERTIFICATE - AR	
Total Exemptions Claimed From line 3 of the AR4EC	0
Texarkana Resident	
Additional Amount Type	Dollar (\$) Percent (%)

### Additional Amount From line 4 of the AR4EC

the AR4EC

Employee Qualifies for Low Income Tax Rates From line 5 of

\$

Update State Withholding and select Submit.