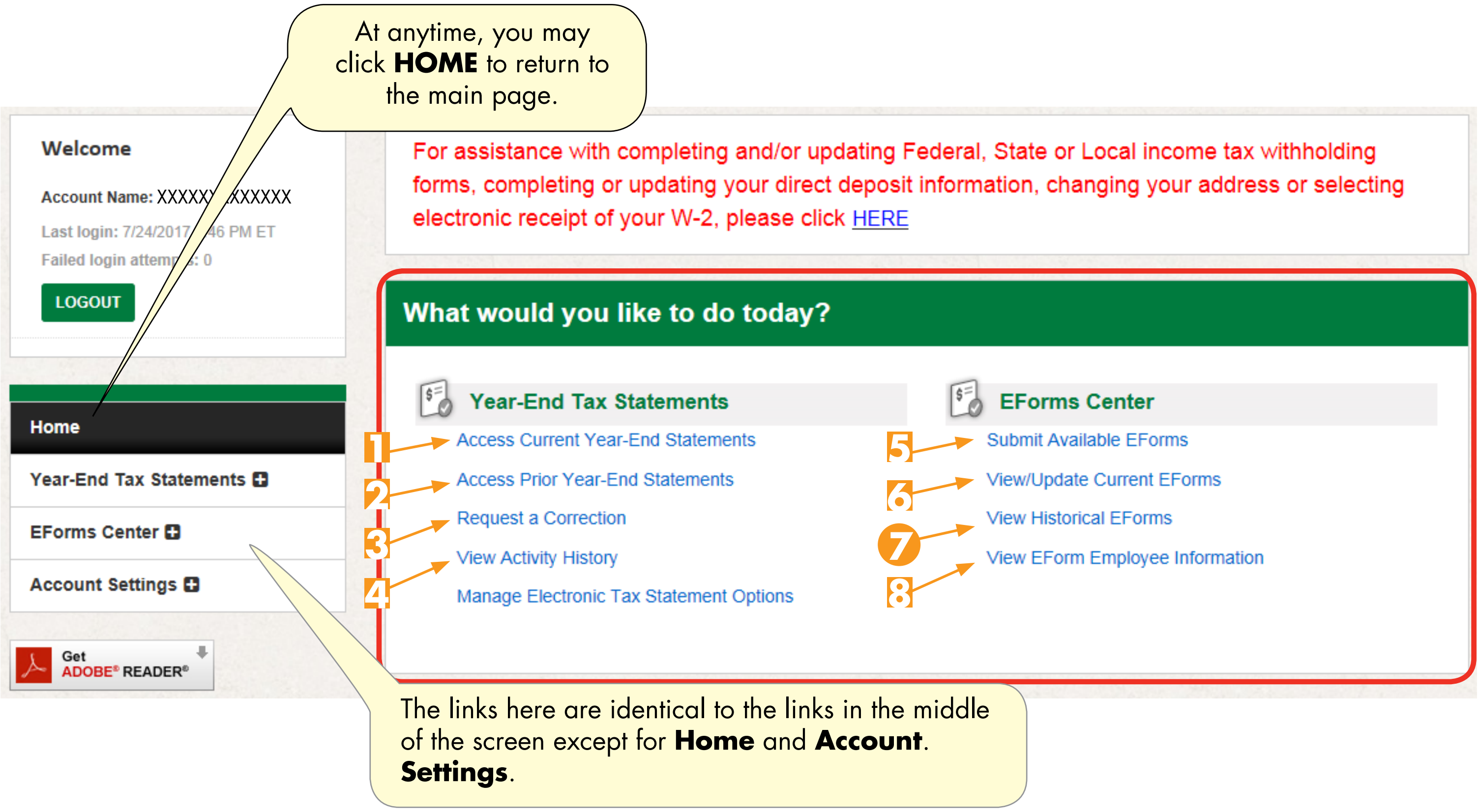
What do the links on the main page mean?

Once you are logged into myinfo, the screen below appears.



Year-End Tax Statements

Note: All of these links deal with your W-2 form.

1. **Access Current Year-End Statements** - Click this link to see this year's W-2 Form. You'll get an email when it is available.

2. **Access Prior Year-End Statements** - Click this link to see prior year W-2s.

3. **Request a Correction** - Click this link if there are errors on your W-2 that need to be corrected. You can also provide or update your contact information using this screen (Name, phone number).

4. **View Activity History** - Click this link to see a history of your activity on the site. The system maintains a log that shows when you updated a form and when information corrections were requested.

EForms Center

5. **Submit Available EForms**- Click this link to change your address information, enter your direct deposit information, or complete your Federal W-4 and state forms.

6. **View/Update Current EForms** - If you've already created a direct deposit, federal and state form, click this link to view and print them or to make updates.

7. **View Historical EForms** - Click this link to see old versions of forms you have changed. For example, if you update your W-4 form, old versions will be archived here.

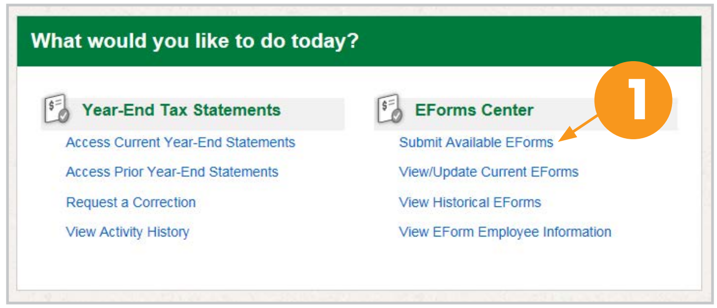
8. **View EForm Employee Information** - Click this link to see your account information such as name, date of birth and Social Security Number. You may also update your address using this link.

Family Dollar Tax Statements

Family Dollar Associates will continue to access their Year-End Tax Statements via Doculivery at https://my.doculivery.com/External/FamilyDollar/Login.aspx.

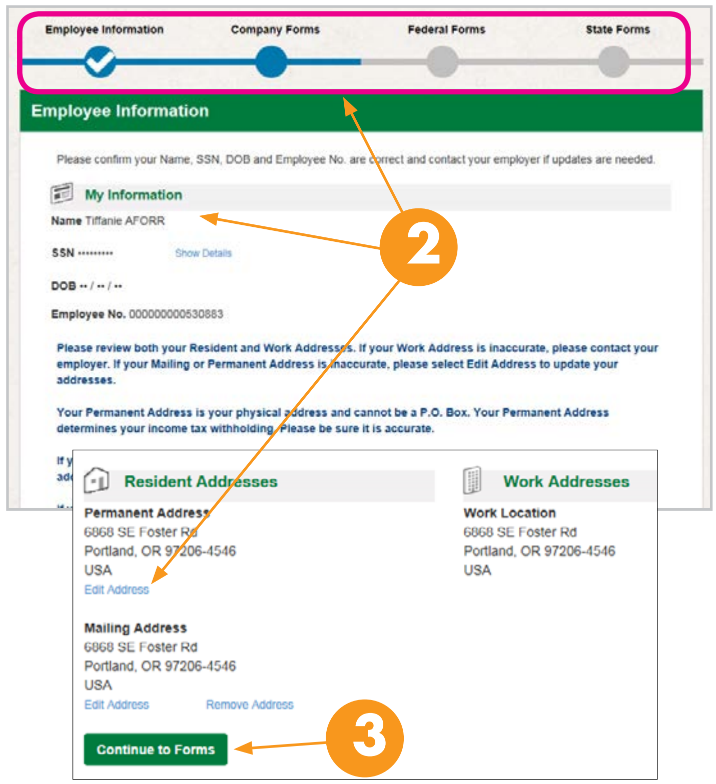
How to Complete Your Forms

1. Click on **Submit Available EForms**.



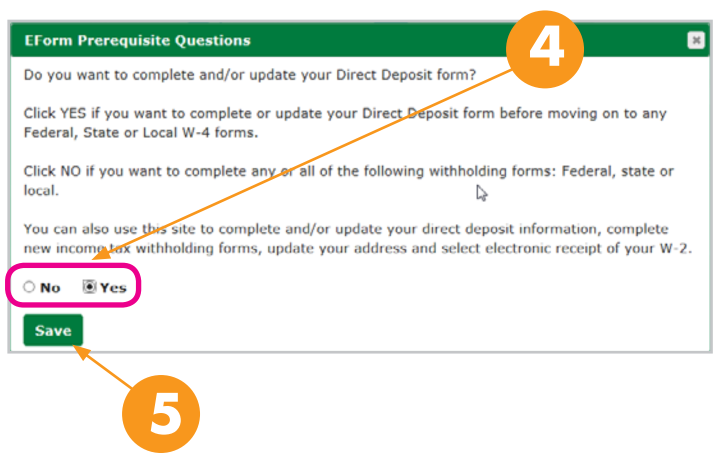
2. The *Employee Information* screen will appear. From here you can edit your address information.

Note: Across the top of the page you will notice milestone markers for the types of forms you can complete: Employee Information, Company Forms (direct deposit), federal forms (W-4) and state forms. <u>You must complete each of the forms in order to move to the next milestone, with one exception. If you don't want to complete a Direct Deposit Form, you will be given the option to skip.</u>



3. Click **Continue to Forms** at the bottom of the page to move from Employee Information to Company Forms.

The Permanent Address is where you live. The Mailing Address is where you receive your mail.



4. A pop up screen asks you to decide whether you want to complete a Direct Deposit Form.

   Select "Yes" or "No."

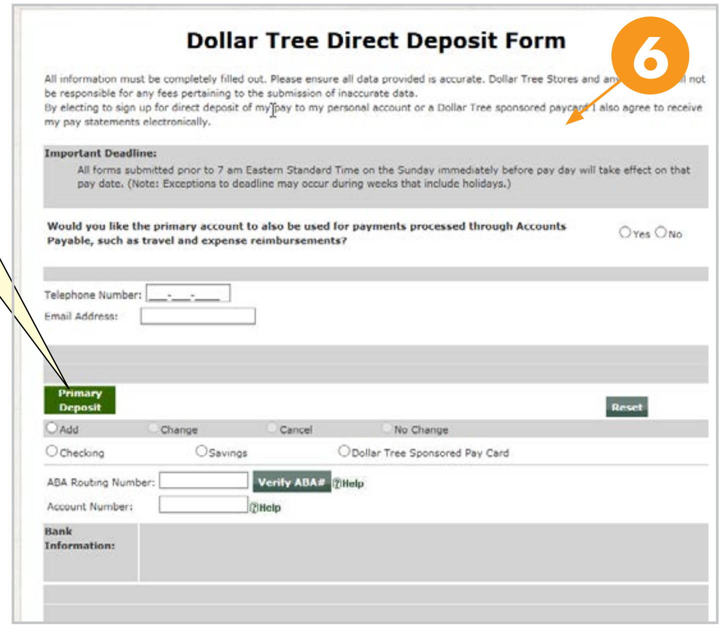
5. Then, click **Save**.

6. Complete each of the fields for your Direct Deposit Form.

You can elect to have payments, such as travel and expense reimbursements, go into a separate bank account.

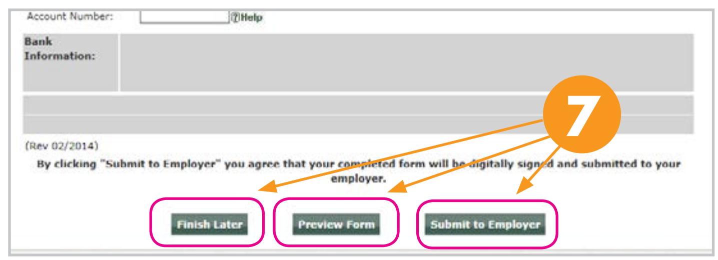
However, you can't have more than two bank accounts that receive Company funds.

Family Dollar Associates: If your direct deposit is currently set up to deposit funds into three accounts, those three accounts will continue to be supported. <u>However, if you change/update any of those accounts information, you will lose one account. You will only be able to deposit funds into two accounts going forward.</u>

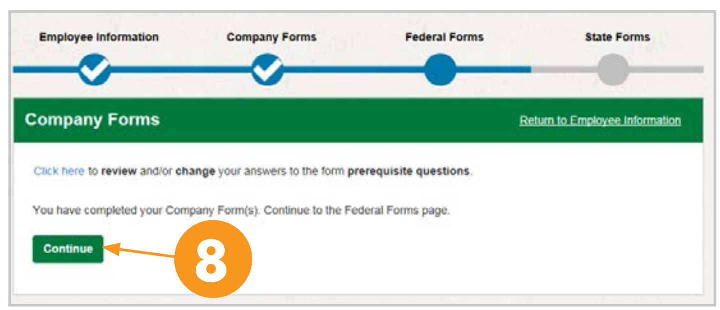


7. When ready, click **Submit to Employer**.

Note: You may click **Finish Later** and save what you've done. However, you will not be able to move on to your federal or state forms until your Direct Deposit Form has been completed.



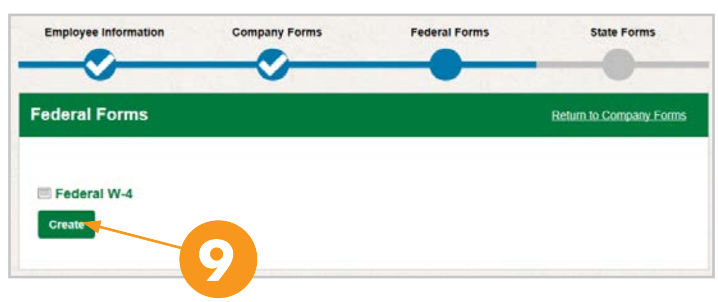
8. You will end up here once you've completed the form. Click **Continue** to move to your federal forms.



9. Click **Create** to create a new Federal W-4.

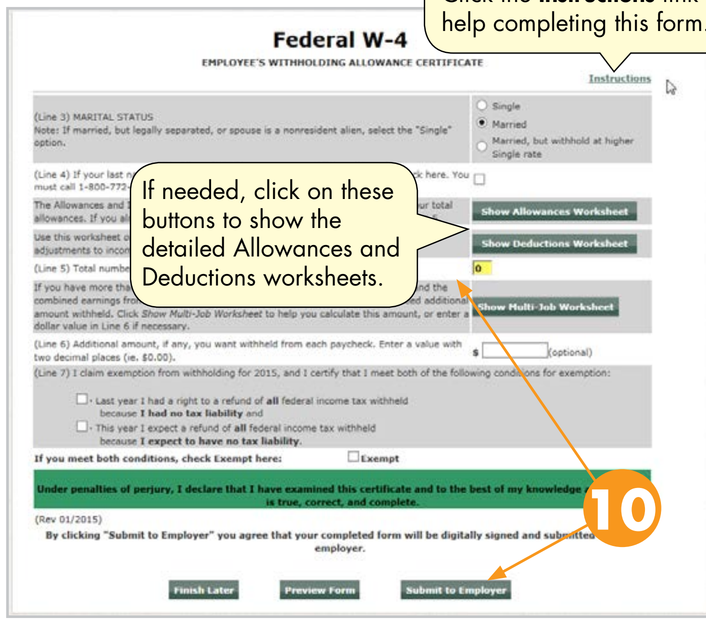
Note: If you've completed your Federal W-4 and state forms on paper and don't need to make changes, you do not have to complete them here. <u>Only complete these forms when you need to make withholding changes or when your address has changed.</u> Also, be aware that when you create your W-4s with myinfo (paperlessemployee), your past selections will not show in the new form. You must start from scratch each time.

You will be able to review your past selections (not any paper forms) before making changes by accessing either of the following links on the left of the screen: **View/Update Current EForms** or **View Historical EForms.**



10. Make all of your selections on the Federal W-4 Form and then click **Submit to Employer**.

Click the **Instructions** link for help completing this form.

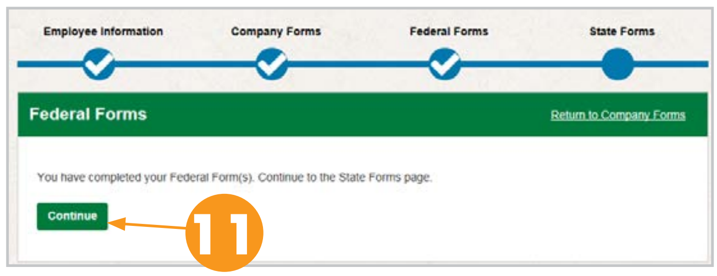


If needed, click on these buttons to show the detailed Allowances and Deductions worksheets.

Any information input into these worksheets does not directly transfer to the form.

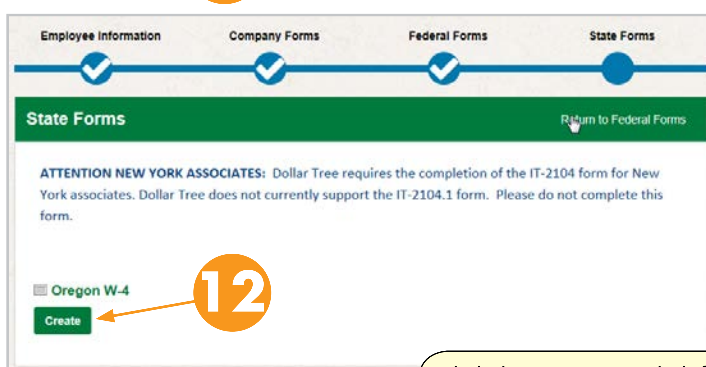
You must manually enter information into the form.

11. Click **Continue**.



Note: Depending on your state, you may have to answer some questions so that you are directed to the correct forms.

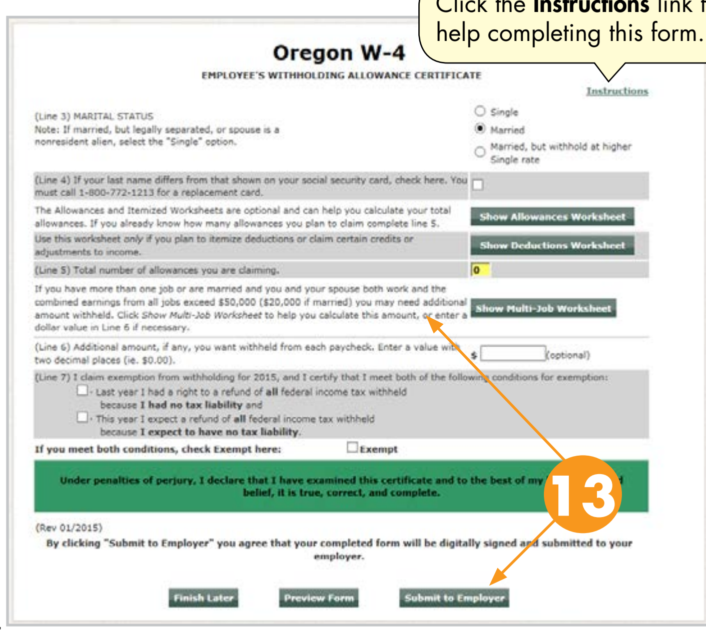
12. Click **Create** to complete your state form.



Note: Some states will have more than one form available to complete.

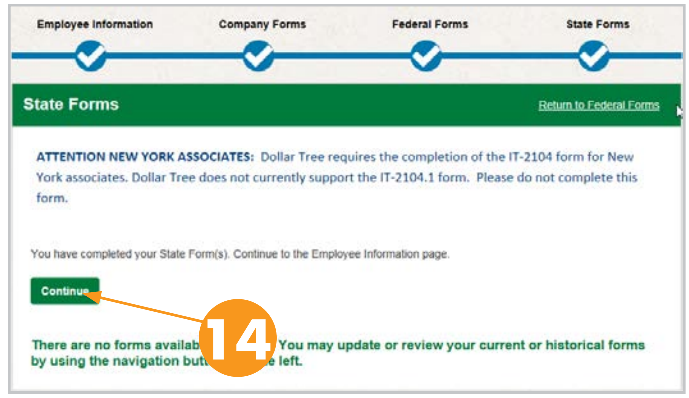
13. Make your selections on the state form and then click **Submit to Employer**.

Click the **Instructions** link for help completing this form.

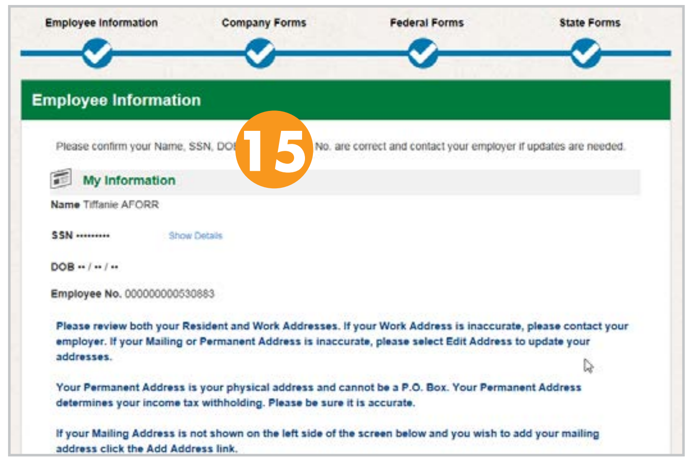


Continue on to the end. If you don't, the information will not save correctly.

14. Once you've completed your state forms click **Continue**.



15. You end up back at the beginning screen to review your Employee Information.



How to Review, Print or Edit the Forms You've Created