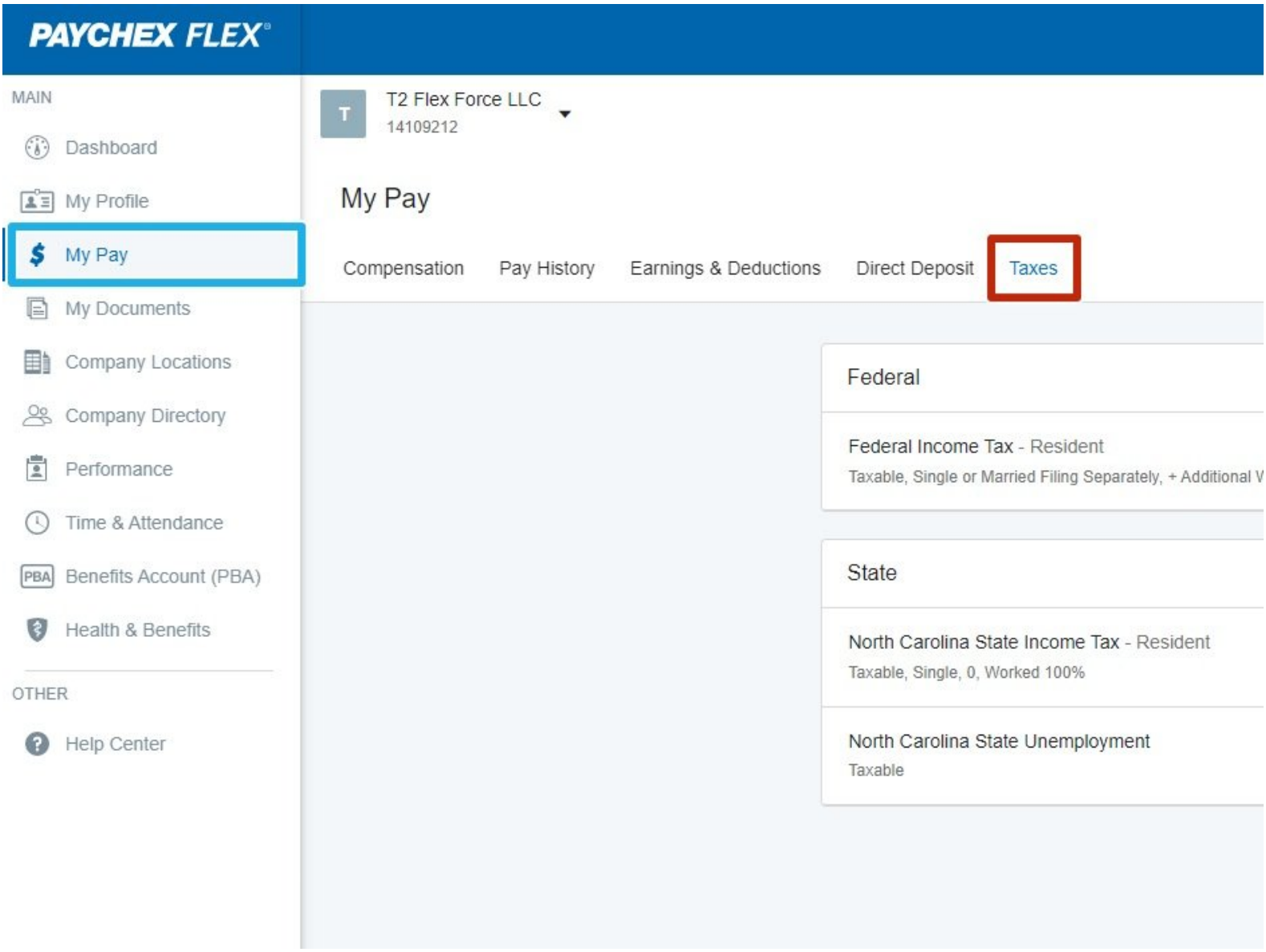
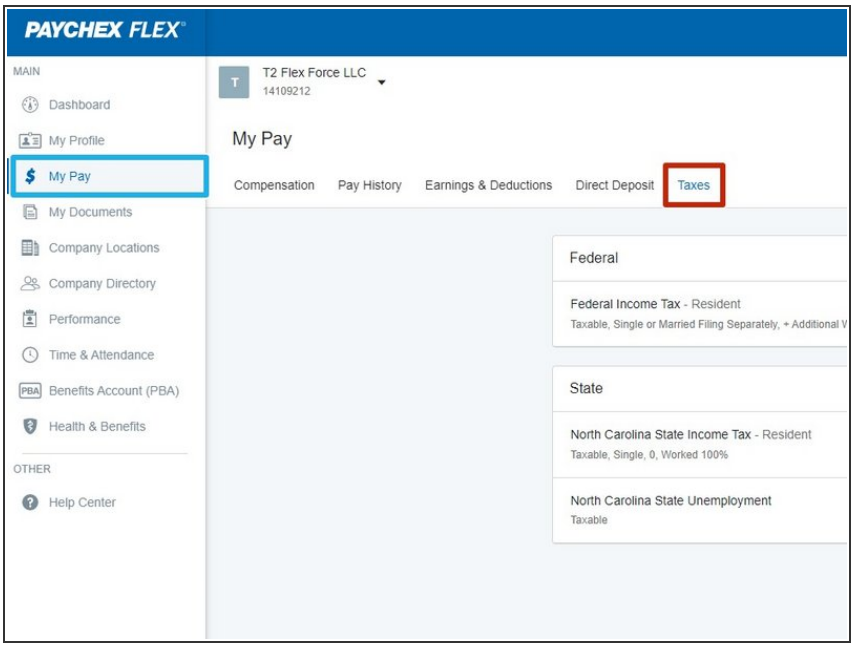
Making Changes to Your Taxes

Written By: T2 Flex



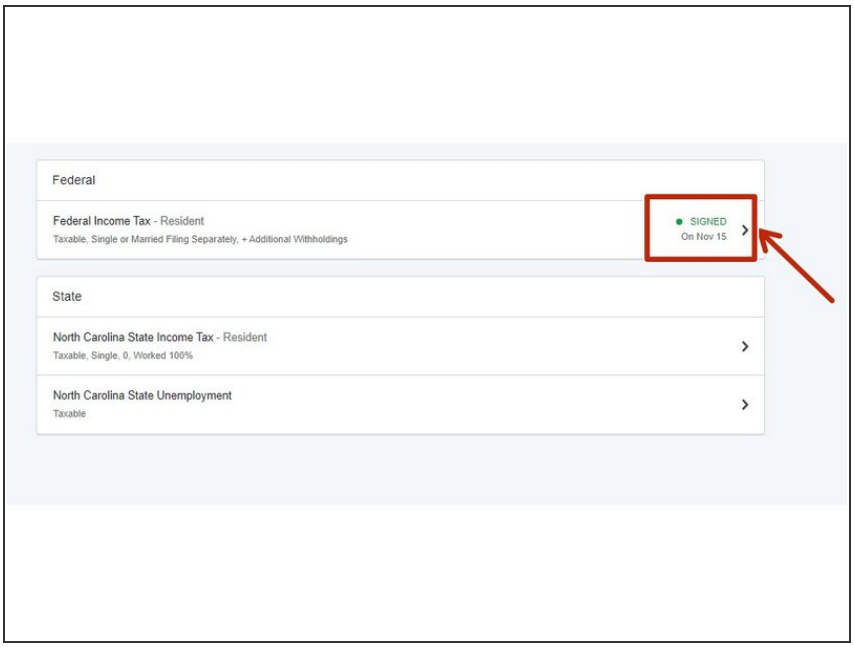
Step 1 — Making Changes to Your Taxes



While logged in to your Paychex Dashboard:

- Select **My Pay**
- Select **Taxes**

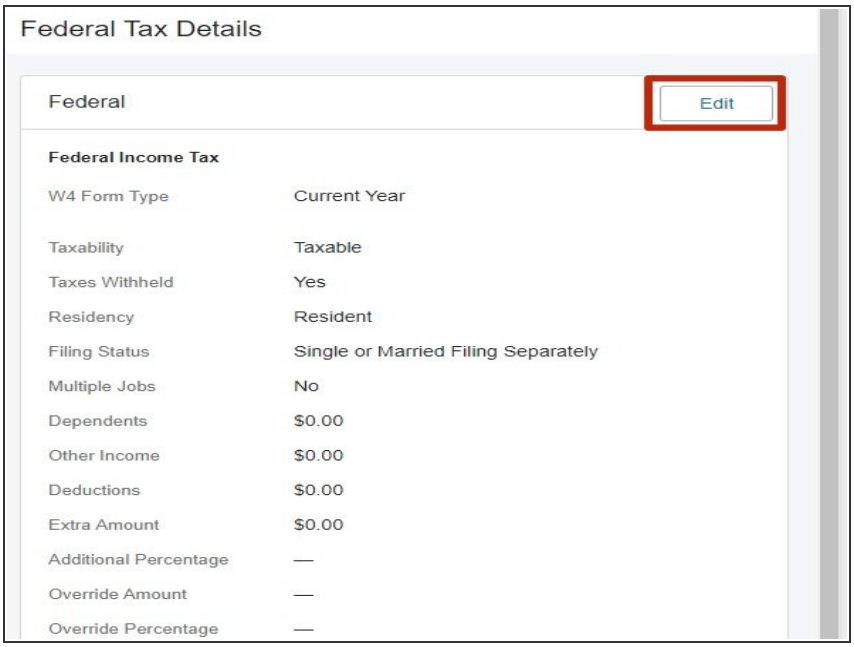
Step 2



For the Tax Filing Type you wish to edit:

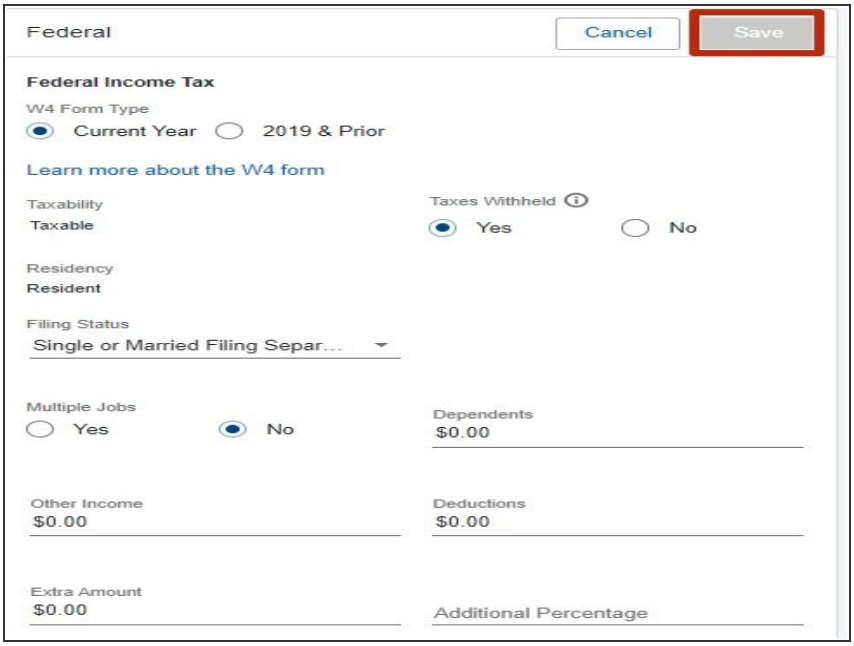
- Click the desired **arrow**

Step 3



- Select **Edit**

Step 4



- **Make any/all your desired edits.**
- Click **Save**