

Updating State Tax Declarations

State Tax Forms

- [Ohio](#)
- [Indiana](#)
- [Kentucky](#)

Federal Tax Form (W-4)

- [2026 Federal W-4](#)

*Please follow the instructions that accompany the tax form that you wish to complete. A complete tax form will be **signed and dated** at the appropriate location.*

DO NOT EMAIL COMPLETED FORMS!

TAX FORM UPLOAD

Updating Direct Deposit Accounts

In order to update your direct deposit information, please follow these steps:

1. Complete [Direct Deposit Authorization form](#)
2. Please gather a **voided check** OR screenshot of online banking portal with **account & routing numbers visible**
3. Please upload this information to the secure file upload below.

DO NOT EMAIL SENSITIVE DOCUMENTS!

DIRECT DEPOSIT
DOCUMENT UPLOAD

Next steps:

- Once all information is received, you will receive a call from the COG Payroll Department to verify your identity to reduce fraudulent activity. **If you need to update your phone number on file, please email substitute@hcesc.org**
- All changes to payroll information must be received & verified 10 days prior to pay date in order to ensure the updates are effective for that payroll.