

How to Submit Your W-4

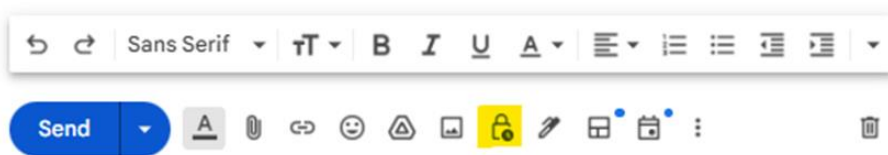
Option 1- Gmail Confidential Mode

If you have a Gmail account, you can email your completed W-4 in confidential mode to finance_taxforms@chicagoelections.gov.

With Gmail confidential mode, users can help protect sensitive information from unauthorized or accidental sharing. Confidential mode messages don't have options to forward, copy, print, or download messages or attachments.

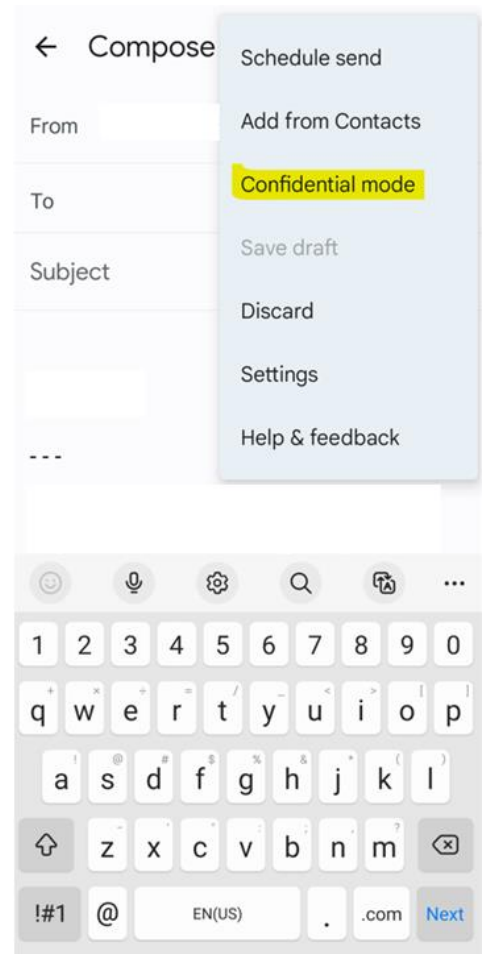
Important: Confidential mode helps prevent recipients from accidentally sharing messages. It can't prevent recipients from taking screenshots or photos of your messages or attachments. Recipients can also use malicious software applications to copy or download messages and attachments.

On a **computer or laptop**, click the lock (example below)



On **mobile** (example on right)

- Open Gmail app
- Tap Compose
- In the top right, tap More. Confidential mode
- Turn on Confidential mode
- Set an expiration date, passcode and other controls. These settings impact both the message text and any attachments
- Tap Done



Option 2 - Submit at in-person training

Drop your completed W-4 in a secure box while at your in-person training session.

Option 3 - Mail

Mail your completed W-4 to the Board's Finance Department.

Chicago Board of Elections

Finance Department

69 W Washington St, Suite 800

Chicago, IL 60602

Option 4 - Submit in-office

Deliver your completed W-4 directly to our Finance Department at

69 W Washington St, Suite 800, 9-5