

Instructions to add Direct Deposit Information:

1. Login to My Sealed Air
2. Click on the My Pay Tile
 - A. This will Single Sign On (SSO) you into ADP
 - B. NOTE – if this is your first-time logging into the ADP portal, you will be asked to answer 6 challenge questions.
3. Click on “About Me”
4. Click on “Bank Information” within the “myDetails” section
5. Click Add
6. Complete the necessary information and agree to the terms before you save the account
 - A. NOTE – make sure to select “Bank transfer (ACH PPD)” in the Payment Method section
 - B. NOTE – if you see “XXX” in any field, click the button next to “Reveal”
 - C. if you are planning on adding more than one direct deposit account
8. Review the screenshots below for reference.

IMPORTANT NOTE – If you are an active user of DailyPay, meaning you have made at least 1 transfer, all changes to your direct deposit information MUST be done with the DailyPay App. Any changes made outside of the DailyPay App will cause a delay in funding.

Instructions to add W-4 Tax Information:

1. Login to My Sealed Air
2. Click on the My Pay Tile
 - A. This will Single Sign On (SSO) you into ADP
 - B. NOTE – if this is your first-time logging into the ADP portal, you will be asked to answer 6 challenge questions.
3. Click on “About Me”
4. Scroll down to the “Tax Withholding” section and click on “Click here to complete your tax withholding form.”
5. Click on the “Federal” or the specific state links under “Tax Withholding” to update the allowances for both Federal and state taxes.
 - A. If updating federal, you will be sent to a wizard to help you fill out the IRS form.

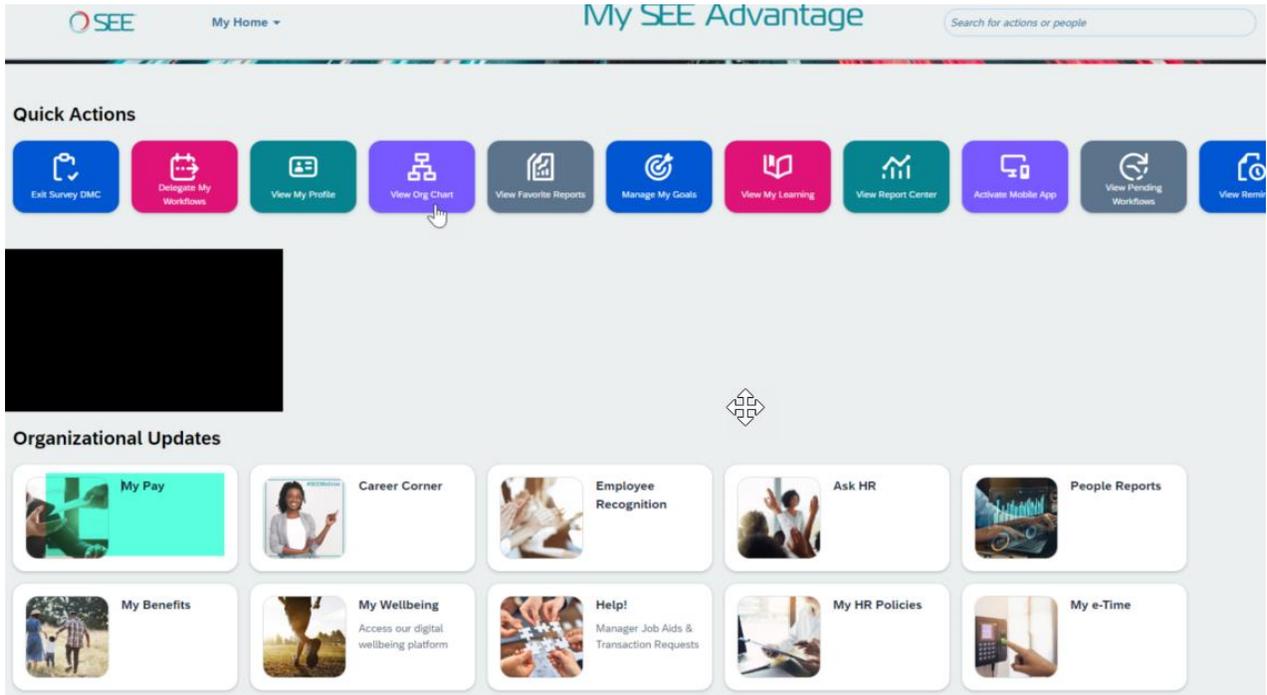
- B. If updating Worked in State, you will be sent to a wizard to help determine the tax withholding for your state.
- C. Note: Payroll cannot provide any guidance in how to complete the Fed or State Tax forms.

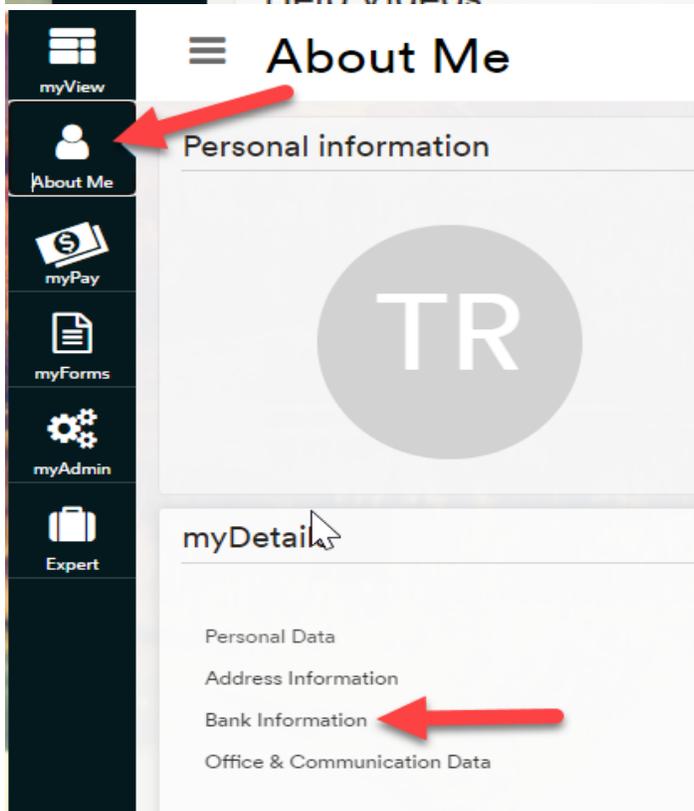
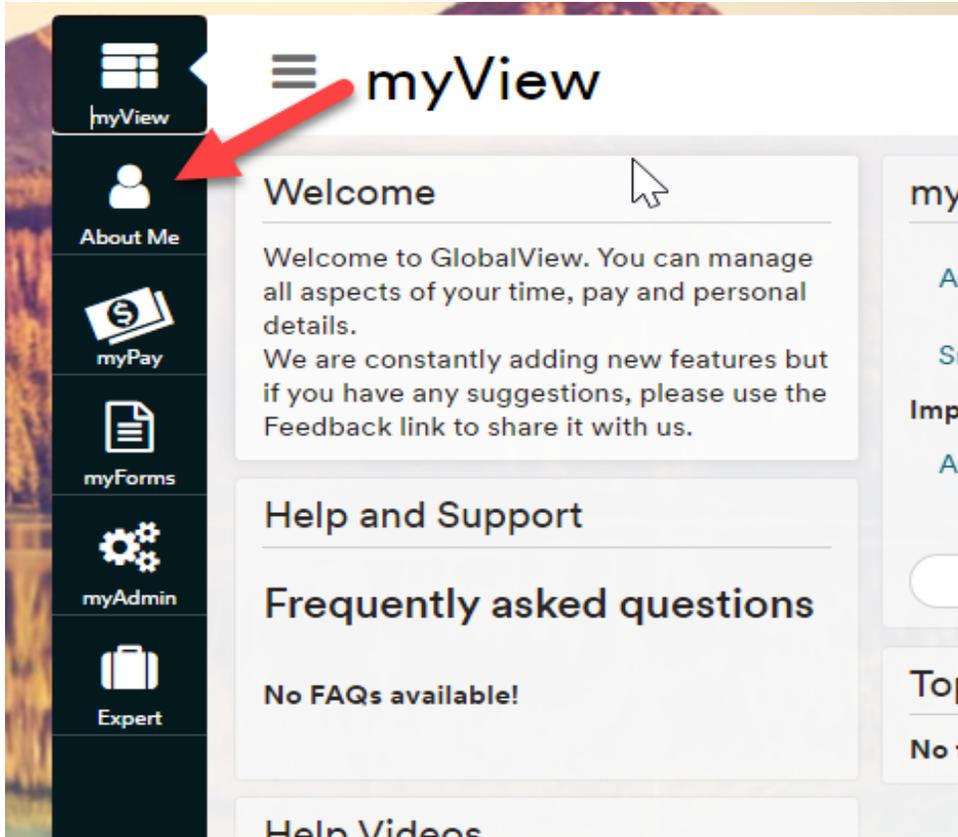
6. Review the screenshots below for reference.

Questions?

Email Address: payroll.sharedservices.US-CA@sealedair.com

ADP portal: <https://portal.people.adp.com/SLD1/login>





Personal Data
Address Information
Bank Information

Bank Information  **ADD**

Current

Payment Method

- Bank transfer (ACH PPD)
- Bank transfer (ACH IAT)
- Bank transfer (ACH PPD)** 
- Cash Payment
- Check
- Remote Check Printing

Tax:

Tax Withholding

[Click here to complete your Tax Withholding Form](#) 

myForms

Please note: If you choose a State form where you are NOT having tax withheld from and are NOT submitting elections may not be honored as it is not the state with which taxable income is being earned. 

W-2 Form

Form

Please Select

DISPLAY FORM

Tax Withholding

- Federal
- Alaska
- Florida
- Nevada
- New Hampshire
- North Carolina



Please note: if you choose a State form where you are NOT having tax withheld from and are NOT submitting an update after an address change, your elections may not be honored as it is not the state with which taxable income is being earned.

W2 Form

Form

Please Select



DISPLAY FORM

Tax Withholding



Time to fill out your Federal Form W-4

Completing this will let your employer know how much to withhold for federal income tax.

START



Let's Begin >