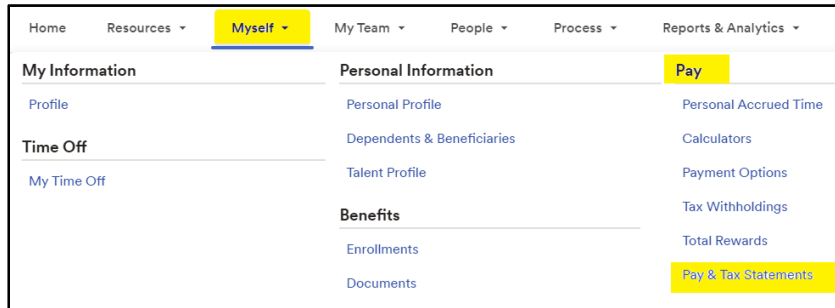
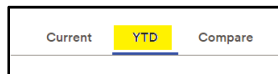


TO CHECK YOUR YEAR-TO-DATE TAX WITHHOLDINGS IN ADP:

Log into ADP at www.workforcenow.adp.com. From the **Myself** tab, select **Pay/Pay & Tax Statements**



Choose YTD in the middle of the page:



And then the drop down on the Taxes line. This will show you all your taxes withheld year-to-date.



You will then be shown the breakdown of all your taxes.

Taxes	\$8,796.70 ^
Federal Income Tax	\$2,776.02
Social Security Tax	\$3,027.62
Medicare Tax	\$708.07
IN State Income Tax	\$1,496.99
Hendricks R Income Tax	\$788.00

Reviewing your Federal, State, and Local withholding tax and estimating if you are on track with your tax withholding might help save you from any surprises come April 15. *DePauw cannot give you advice on your tax withholdings*, so you may want to consult with your tax preparer, or look at your return from previous years, to see if it looks like you have sufficiently withheld tax from your check.

If you are new to DePauw this calendar year, this view will only give you a look at what has been withheld while you've been at DePauw.

So what happens if I don't think I have had enough tax withheld?

If you want additional tax withheld from your check, that is something you can adjust at anytime in ADP. There is another instruction file that will walk you through making those changes.

Note: DePauw University does not monitor individual employee tax withholdings and is not responsible for any under-withholding of tax realized upon the filing of tax returns.