**TO MAKE TAX CHANGES IN ADP:**

Log into ADP at [www.workforcenow.adp.com](http://www.workforcenow.adp.com). From the **Myself** tab, select **Pay/Tax Withholdings**.

You can then make changes to your Federal or State withholding. Select **EDIT**

You navigate through the Federal W4 screens and State withholding screens using the **NEXT** button.
Each screen will ask you to verify information and this is where you have the opportunity to update information as you go.

1. Filing Status (Single, Married, Head of Household)
2. Tax Exempt? This will not change for the most part.
3. Multiple Jobs and Claim Dependents
4. Other Adjustments including EXTRA WITHHOLDING

**If you want Extra Withholding** because, for instance, you did not withhold enough last year, then you would put the extra $$ amount you wish to be withheld each payroll. *This will be added to the already calculated tax.* i.e. if you normally have 55.18 withheld from your check for Federal and you opt to add an additional 25.00, the you will have 80.18 withheld from your check.

The last screen will show a copy of the new W4 with the changes you have made. You can print this form for your records and select DONE to submit the changes. These changes will become effective immediately and will be reflected on your next payroll check.