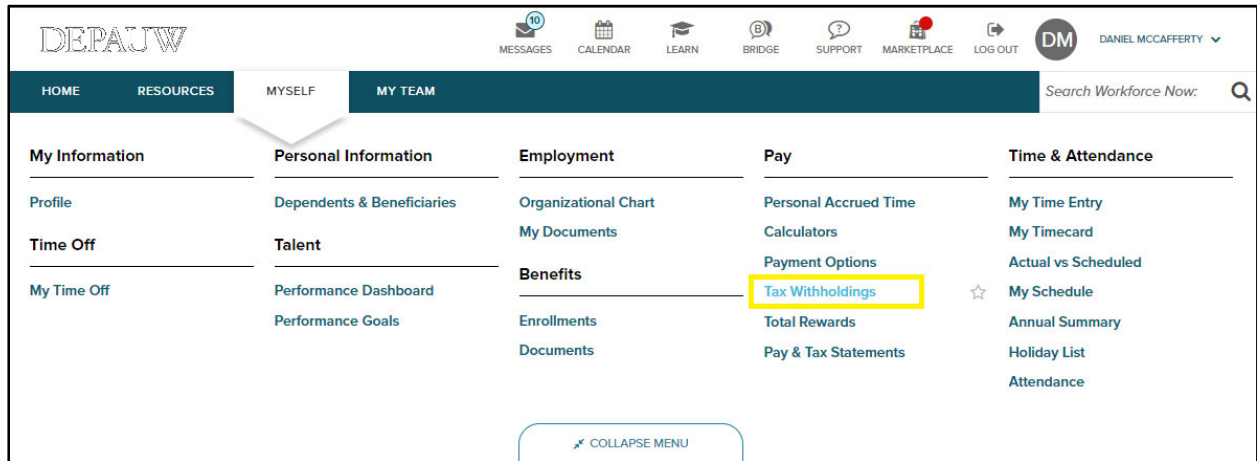


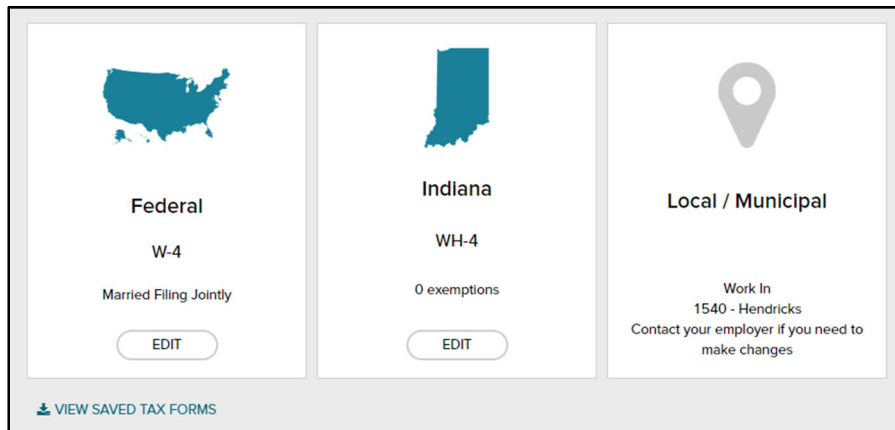
TO MAKE TAX CHANGES IN ADP:

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



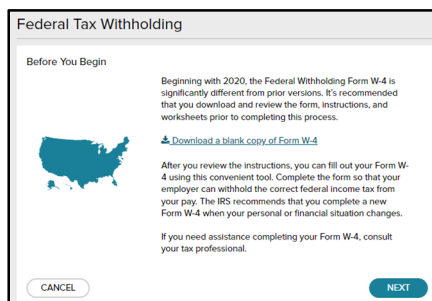
The screenshot shows the ADP Workforce Now dashboard. At the top, there are navigation tabs: HOME, RESOURCES, MYSELF (selected), and MY TEAM. A search bar on the right says "Search Workforce Now:". Below the tabs, there are five main sections: My Information, Personal Information, Employment, Pay, and Time & Attendance. The "Pay" section is expanded, and "Tax Withholdings" is highlighted with a yellow box. Other options in the "Pay" section include Personal Accrued Time, Calculators, Payment Options, Total Rewards, and Pay & Tax Statements. A "COLLAPSE MENU" button is visible at the bottom center.

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



The screenshot shows three cards for tax withholding options. The first card is for "Federal" with a map of the USA, "W-4", "Married Filing Jointly", and an "EDIT" button. The second card is for "Indiana" with a map of Indiana, "WH-4", "0 exemptions", and an "EDIT" button. The third card is for "Local / Municipal" with a location pin icon, "Work In 1540 - Hendricks", and the text "Contact your employer if you need to make changes". At the bottom left, there is a link "VIEW SAVED TAX FORMS".

You navigate through the Federal W4 screens and State withholding screens using the NEXT button



The screenshot shows the "Federal Tax Withholding" screen. It has a title bar "Federal Tax Withholding" and a sub-header "Before You Begin". There is a small map of the USA on the left. The main text explains that the Federal Withholding Form W-4 is significantly different from prior versions and provides instructions on how to use the tool. At the bottom, there are "CANCEL" and "NEXT" buttons. The "NEXT" button is highlighted in blue.

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.