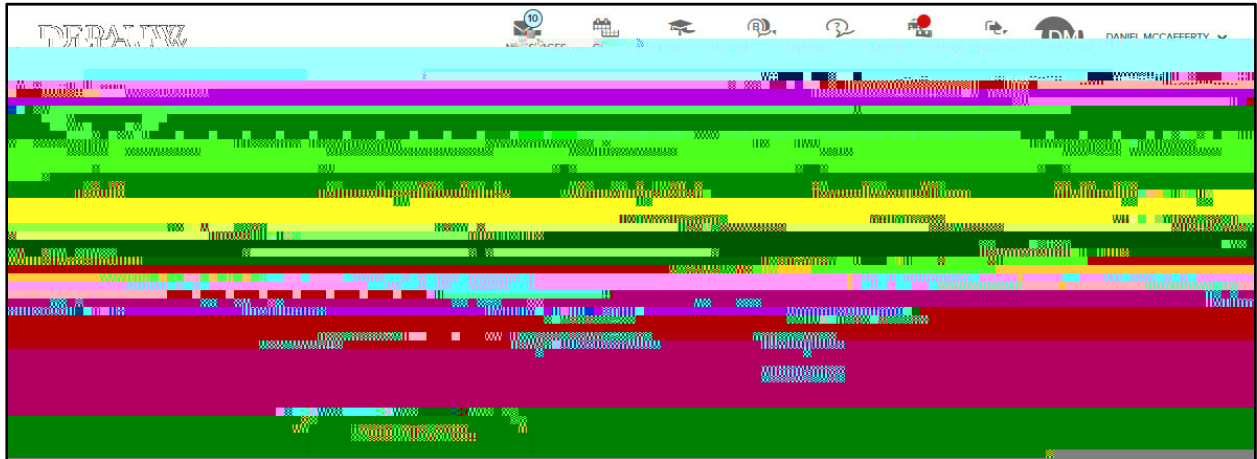
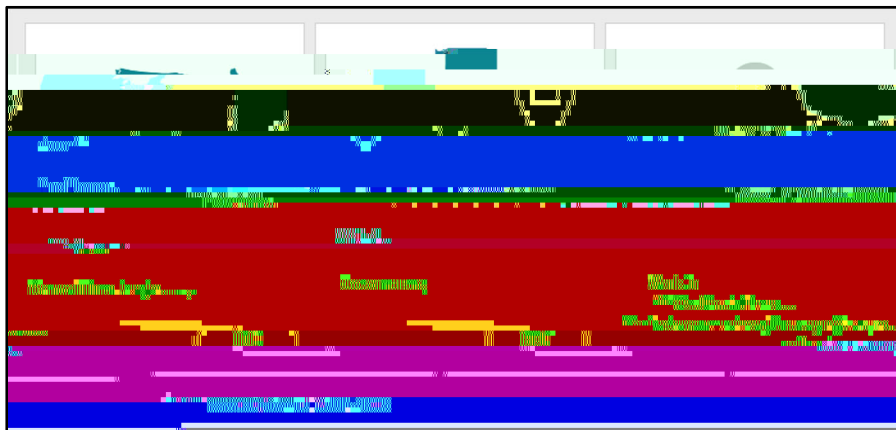


TO MAKE TAX CHANGES IN ADP:

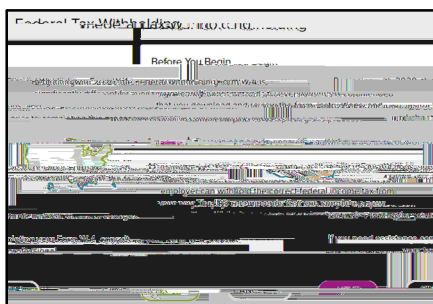
Log into ADP at www.workforcenow.adp.com. From the Myself tab, select Pay/TaxWithholdings



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 80.18Tmig