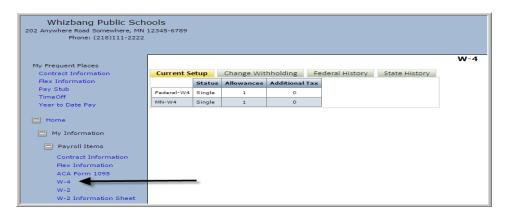


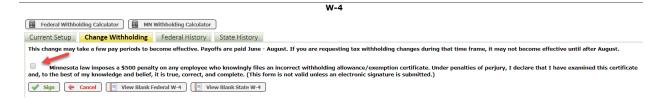
## W-4 Forms

An employee can change their W-4 withholding amounts online for both federal and state reporting.





To make a change, click on the Change Withholding tab and Add New.



An Electronic Signature is required. Prior to signing, you must read the disclaimer and check the box. You will be asked to authorize the change and verify your identity.

PLEASE NOTE: This change may take a few pay periods to become effective. Click on the Change Withholding tab to see if the change has been processed.

If the change has been processed in payroll, it will show in the Federal History and/or State History tabs.

Payoffs are paid June – August. If you are requesting tax withholding changes during that time frame, they may not become effective until after August.