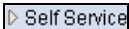




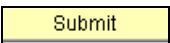



Updating W-4 Information

1.	<p>Begin by navigating to the W-4 (Federal) Tax Information page.</p> <p>Click the Self Service link.</p> 
2.	<p>Click the Payroll and Compensation link.</p>
3.	<p>Click the W-4 (Federal) Tax Information link.</p>
4.	<p>Use the W-4 Tax Information page to change federal tax data only. The text at the top of this page provides useful information about federal taxes and the use of this form.</p>
5.	<p>Right-click the Click here to access W4 form instructions and worksheet link.</p> 
6.	<p>Form W-4 Instruction PDF document opens in a separate window.</p>
7.	<p>You may print the form and use the Personal Allowances Worksheet section to determine your number of allowed exemptions.</p>
8.	<p>Click the Close button.</p> 
9.	<p>You will update the total number of Allowances you wish to claim.</p>
10.	<p>Enter the desired information into the Enter total number of Allowances you are claiming field.</p> <p>Enter a valid value e.g. "0".</p>
11.	<p>If you want to have an additional amount withheld from each paycheck, you would enter the amount in this field.</p>
12.	<p>Your Marital Status has recently changed. You will update your marital status.</p> <p>Click the Married option.</p> 
13.	<p>Click the Scrollbar.</p>
14.	<p>You wish to claim exemption from withholding for the current year.</p> <p>Read both conditional statements to confirm that you meet both conditions.</p>
15.	<p>Click the Check 'Exempt' here if you meet both conditions. option.</p> 

16.	Click the Scrollbar .
17.	Click the Submit button. 
18.	Click the OK button. 
19.	Your updates display on the page. If you wish to continue to edit the page, click the W-4 Tax Information link.
20.	Congratulations! You have successfully reviewed and changed W-4 Federal Tax data. End of Procedure.