

Reviewing or Changing Your Federal Tax Withholding (W-4) Information

1. Log into the ADP Self Service Portal, the Self Service page will display. Select Pay & Taxes from the menu bar.

The screenshot shows the ADP Self Service Portal interface. At the top, there is a blue header with the ADP logo and the text 'Welcome, Gale Barr'. Below the header is a navigation bar with several dropdown menus: Home, Time & Attendance, Pay & Taxes, Personal Information, Benefits, and Career. The 'Pay & Taxes' dropdown menu is open, showing options: Welcome, Pay Statements, Direct Deposit, Tax Withholding (highlighted in red), Voluntary Deductions, and Annual Statements. Below the navigation bar, there is a 'What's New' section with a yellow header. To the right, there is a 'Portal Card information' section. Below these sections, there is a list of instructions for accessing various system features. At the bottom, there is a note for assistance with the system.

- To access the eTime system, go to the "Time & Attendance" dropdown and select "Welcome" via the "employee" role
- To access your benefits, select the "Benefits" dropdown via the "employee" role
- To check and update personal information, go to the "Personal Information" dropdown via the "employee" role
- To review or update your tax withholding, direct deposit or to view your pay stubs, select the "Personal Information" dropdown via the "employee" role

For assistance with this system, please contact your local HR department.

2. Select Tax Withholding from the drop down menu.

3. This page displays the tax withholding currently in effect. To change tax information, click the appropriate underlined tax type, which will take you to the *Update Tax Withholding* page. If you need to add a new tax jurisdiction, contact your HR or Payroll representative.

The screenshot shows the 'Tax Withholding' page. At the top, there is a yellow header with the text 'Tax Withholding' and a question mark icon. Below the header, there is a paragraph of text explaining the page's purpose. Below this, there is an 'Important Note' box with a red border. At the bottom, there is a table with columns: Type, Tax Jurisdiction, Marital Status, Exemptions, Additional Amount, Additional Percent, and Exemptions in Dollars (or other state specific exemptions).

Important Note: For Georgia state tax changes, you'll need to use the G-4 form found [here](#). Please fill it out completely and return to your local HR or Payroll department.

Type	Tax Jurisdiction	Marital Status	Exemptions	Additional Amount	Additional Percent	Exemptions in Dollars (or other state specific exemptions)
<u>Federal</u>	Federal	Married	001	0.00	0.000	
Lived in State	GA	Married filing separate or joint, both spouses wor	001	0.00	0.000	

4. After making any updates to your tax information you must accept the tax withholding agreements by selecting the check boxes. Then click Save.

Tax Information	
Tax Jurisdiction:	Federal
Marital Status:	▶ Married ▼
Exemptions:	▶ 004
Additional amount withheld from each pay statement:	Amount <input checked="" type="radio"/> Percent <input type="radio"/> <input type="text" value="0.00"/>
Please agree to the following:	
<input type="checkbox"/> By selecting this check box and clicking Save , you have agreed to the following statement: I authorize my employer, or its service or payroll provider, to make the income tax withholding from these selections. The elections I make will be in effect, unless superseded by law. In the unlikely event of an error, I authorize my employer, or its service or payroll provider, to make adjustments to correct the error.	
<input type="checkbox"/> By selecting this check box and clicking Save , you have agreed to the following statement: Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.	
<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Reset"/>	