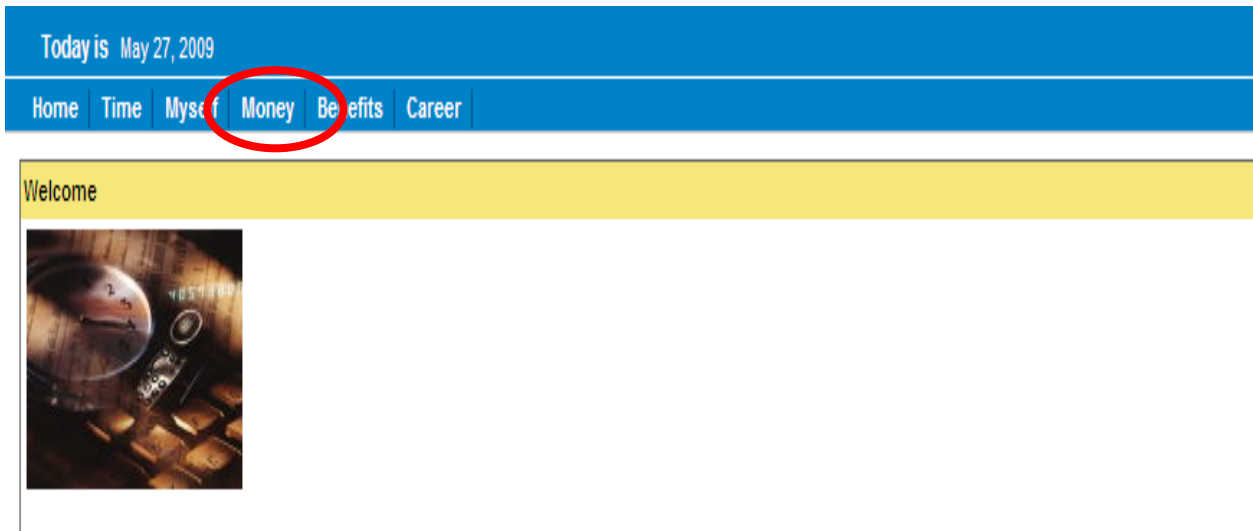
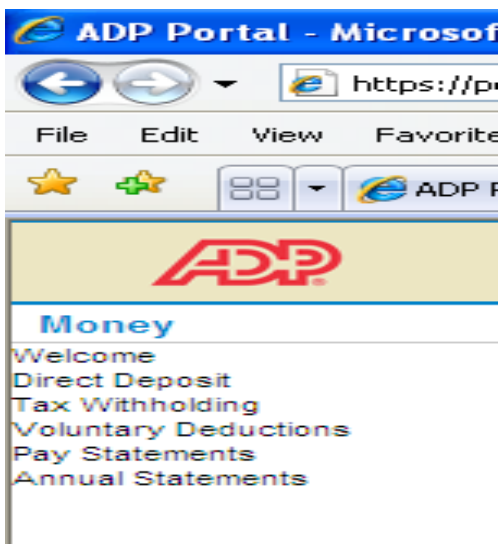


Reviewing or Changing Your Federal Tax Withholding (W-4) Information

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



2. Select Tax Withholding from the menu bar at the left side of the page.



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.

Tax Withholding ?

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.

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)
Federal	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 style="width: 50px;" type="text" value="0.00"/>

Please agree to the following:

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 The elections I make will be in effect, unless superseded by law.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.

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.