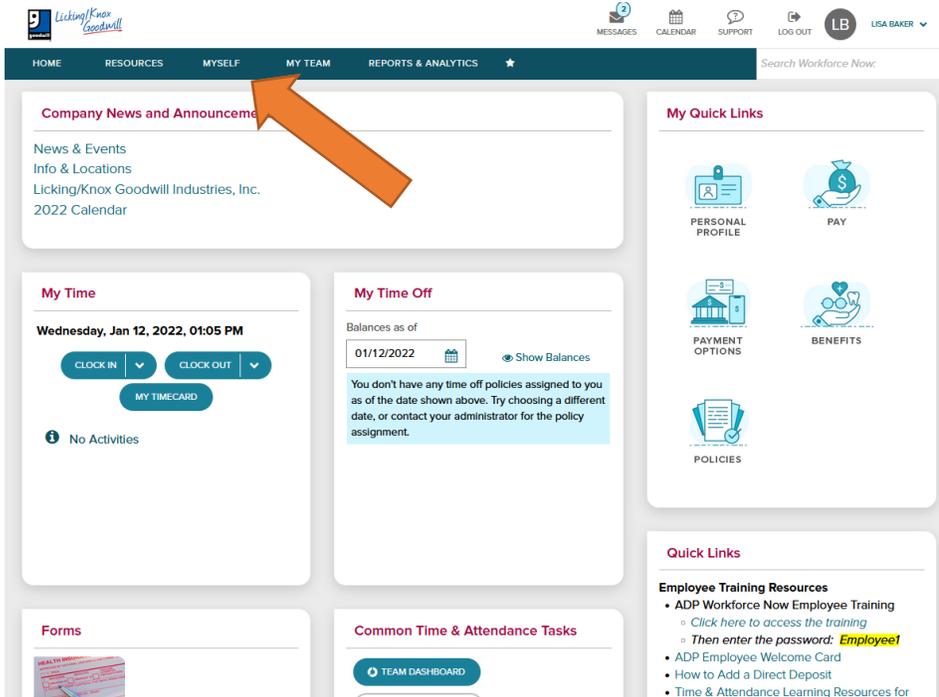


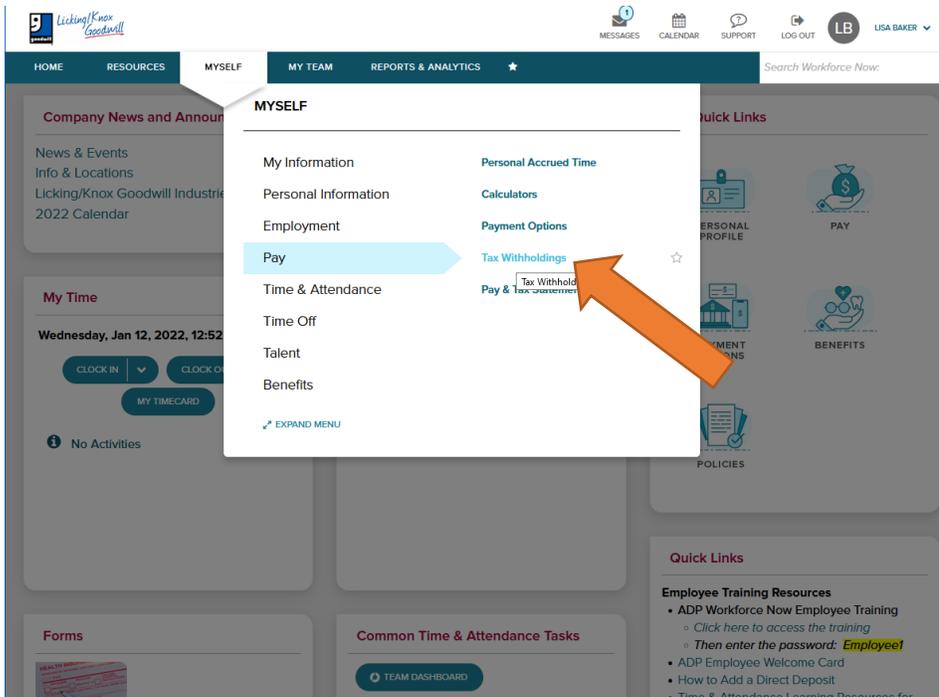
Updating Federal Tax Forms

All employees must login to ADP by visiting <https://workforcenow.adp.com> and update their federal tax forms.

1. Login to ADP then click MYSELF.

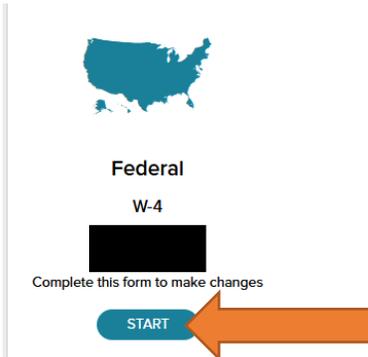


2. Click PAY then TAX WITHHOLDINGS



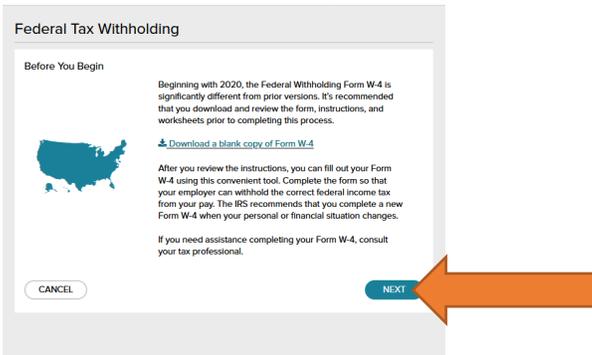
Updating Federal Tax Forms

3. Click START under the federal tax forms.



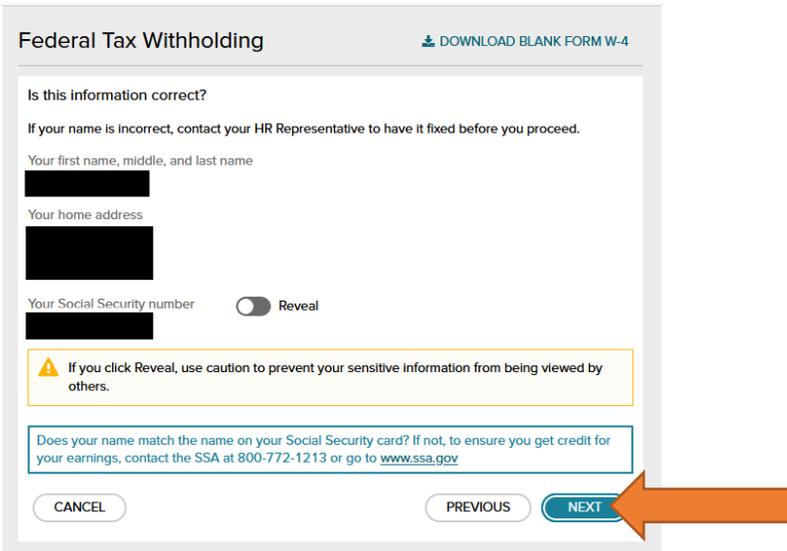
The screenshot shows a teal map of the United States at the top. Below it, the text reads "Federal W-4" followed by a blacked-out area. Underneath is the instruction "Complete this form to make changes" and a blue button labeled "START". An orange arrow points to the "START" button.

4. Click the NEXT button to begin.



The screenshot shows the "Federal Tax Withholding" header. Below it is a section titled "Before You Begin" with a teal map of the United States. The text explains that the 2020 W-4 form is significantly different from previous versions and provides instructions on how to use the tool. A link to "Download a blank copy of Form W-4" is present. At the bottom, there are "CANCEL" and "NEXT" buttons. An orange arrow points to the "NEXT" button.

5. **Important you must verify your address. If this is incorrect, stop what you are doing and contact Human Resources at 740-345-9861.** If your information is correct, click NEXT.



The screenshot shows the "Federal Tax Withholding" header with a "DOWNLOAD BLANK FORM W-4" link. The main section is titled "Is this information correct?" and includes instructions: "If your name is incorrect, contact your HR Representative to have it fixed before you proceed." Below this are three fields: "Your first name, middle, and last name", "Your home address", and "Your Social Security number" with a "Reveal" toggle switch. A yellow warning box states: "If you click Reveal, use caution to prevent your sensitive information from being viewed by others." A blue box contains the text: "Does your name match the name on your Social Security card? If not, to ensure you get credit for your earnings, contact the SSA at 800-772-1213 or go to www.ssa.gov". At the bottom, there are "CANCEL", "PREVIOUS", and "NEXT" buttons. An orange arrow points to the "NEXT" button.

Updating Federal Tax Forms

- Choose your residency status. Most people will select I'M A US CITIZEN OR A RESIDENT ALIEN. After you answer click NEXT.

Federal Tax Withholding [DOWNLOAD BLANK FORM W-4](#)

Are you a nonresident alien?

You are considered a nonresident alien if you are not a US citizen and do not meet either the [green card test](#) or the [substantial presence test](#) for the calendar year (January 1 - December 31).

I'm a nonresident alien.

I'm a US citizen or a resident alien.

- Continue to answer all of the required questions until you reach a recap of your answers.

- Confirm the information you entered is correct and click the checkbox to sign the form then click DONE.

Federal Tax Withholding [DOWNLOAD BLANK FORM W-4](#)

Your Form W-4, Employee's Withholding Certificate

Review the entire form (scroll, if needed). To confirm that everything is true, correct and complete, check the box below the form. Then, click Done.

Form W-4 Employee's Withholding Certificate OMB No. 1545-0044
2021

Step 1: Enter Personal Information

Step 2: Multiple Jobs or Spouse Works

Step 3: Claims Dependents

Step 4: (a) Other income (not from jobs). If you want tax withheld for other income you expect

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.

I agree under penalty of perjury to the declaration above and understand that this form is not valid until I have provided my electronic signature by acknowledging and clicking Done.
Date: Jan 12 2022

Important!

Success!

Your federal withholding will be used for federal tax calculation purposes only. You must complete your state withholding forms to select your state tax withholding amounts.