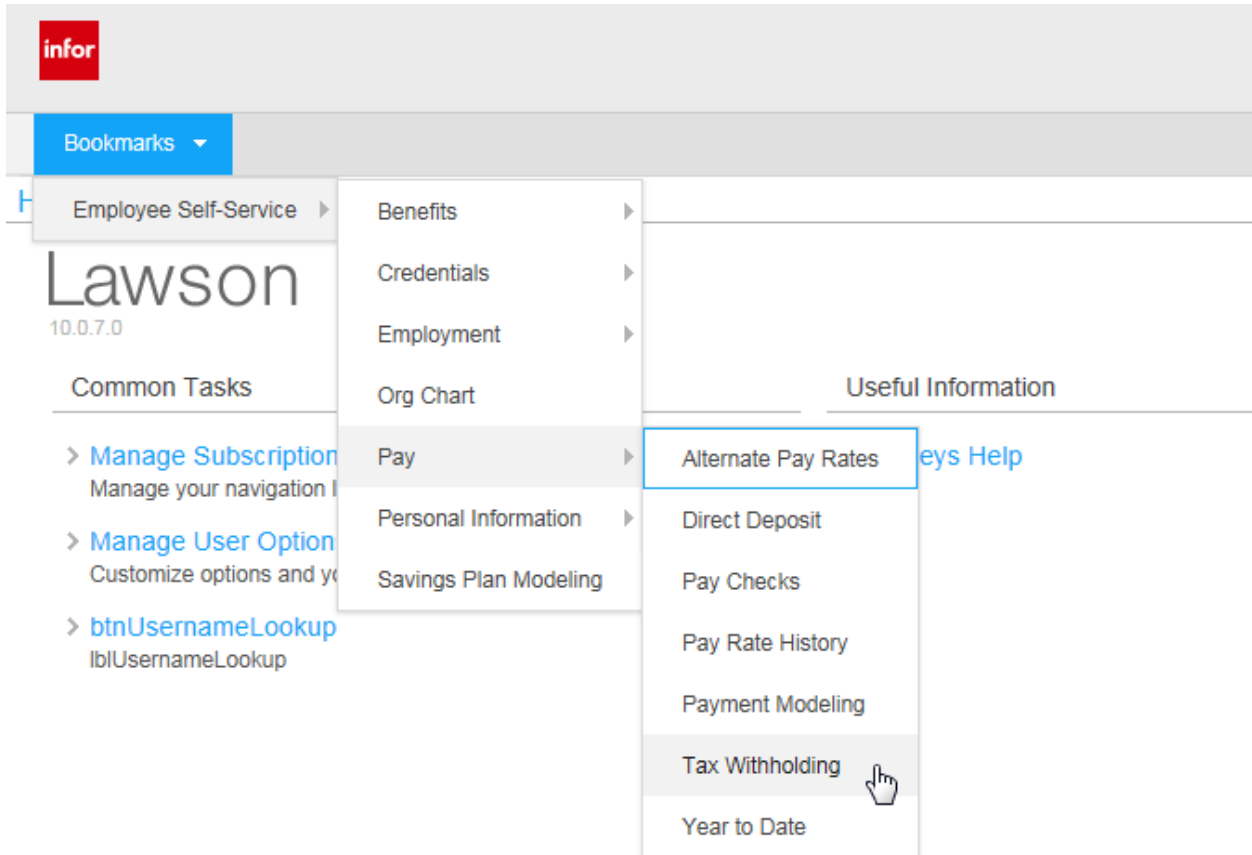


## TAX WITHHOLDING

Changes are not able to be made the Sunday through Wednesday of pay week. Changes need to be made prior to Sunday of pay week.

1. Click on Employee Self-Service/Pay/Tax Withholding.



2. Click on the arrow next to Federal Income Tax Withholding to change your W-4. (PENNSYLVANIA STATE TAX WITHHOLDING IS A FLAT 3.07% OF STATE TAXABLE WAGES. No changes can be made.)

The screenshot shows the 'Tax Withholding' page in the Infor Lawson system. The page title is 'Tax Withholding'. Below the title, there is a section for 'Deductions' with a table listing various withholding items. The table has columns for Description, Resident Status, Marital Status, Exemptions, and Additional Exemptions. The first two rows are for 'Federal Income Tax Withholding', with the first row having a mouse cursor over the description.

Description	Resident Status	Marital Status	Exemptions	Additional Exemptions
Federal Income Tax Withholding	Resident	Single	0	0
Federal Income Tax Withholding	Resident	Single	0	0
S WILLIAMSPORT ASD LYCOMING	Resident	Single	0	0
KELLY TWP UNION	Non-Resident	Single	0	0

3. Make any necessary changes in Section 1 (c) and Sections 2-4. Click the "Continue" button.

Form <b>W-4</b> Department of the Treasury Internal Revenue Service		<b>Employee's Withholding Certificate</b>		OMB No. 1545-0074 <b>2020</b>
<p>▶ Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. ▶ Give Form W-4 to your employer. ▶ Your withholding is subject to review by the IRS.</p>				
<b>Step 1: Enter Personal Information</b>	(a) First name and middle initial		Last name	(b) Social security number
	Address			▶ Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov.
	City or town, state, and ZIP code			
	(c) <input type="radio"/> Single or Married filing separately <input type="radio"/> Married filing jointly (or Qualifying widow(er)) <input type="radio"/> Head of Household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)			
<p><b>Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5.</b> See page 2 for more information on each step, who can claim exemption from withholding, when to use the online estimator, and privacy.</p>				
<b>Step 2: Multiple Jobs or Spouse Works</b>	Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.			
	Do <b>only one</b> of the following.			
	<p>(a) Use the estimator at <a href="http://www.irs.gov/W4App">www.irs.gov/W4App</a> for most accurate withholding for this step (and Steps 3-4); <b>or</b>                  (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; <b>or</b>                  (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld. <input type="checkbox"/></p> <p><b>TIP:</b> To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.</p>			
<p><b>Complete Steps 3 through 4(b) on Form W-4 for only ONE of these jobs.</b> Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)</p>				
<b>Step 3: Claim Dependents</b>	If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):			
	Multiply the number of qualifying children under age 17 by \$2,000.....	▶ \$ <input type="text" value="0"/>		
	Multiply the number of other dependents by \$500.....	▶ \$ <input type="text" value="0"/>		
	Add the amounts above and enter the total here.....			3 \$ <input type="text"/>
<b>Step 4 (optional): Other Adjustments</b>	(a) <b>Other income (not from jobs).</b> If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income.			4(a) \$ <input type="text"/>
	(b) <b>Deductions.</b> If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here.			4(b) \$ <input type="text"/>
	(c) <b>Extra withholding.</b> Enter any additional tax you want withheld each pay period.			4(c) \$ <input type="text"/>

4. A Dialog box will come up. Click "Update" to make the changes.

**Dialog** ✕

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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.

- If you select "Update", you are authorizing these changes.
- If you "Cancel", your changes will not be processed.

Some information for updating this form:

Before completing the 2020 Form W-4, please read the instructions that are included with the form by clicking the W-4 Instructions link at the bottom of the electronic form. Steps 1 and 5 must be completed. Complete Steps 2 through 4 only if they apply to you. Doing so will make withholding more accurately

match tax liability. Step 1 is for personal information; Step 2 is for households with multiple jobs; Step 3 is used to claim tax credits for dependents; Step 4 is for other adjustments (additional income such as interest and dividends, itemized deductions that exceed the standard deduction, and extra tax you want withheld); and Step 5 is where signature is required and will be electronically signed and dated when you submit the form.

The IRS takes employee privacy seriously and suggests that, if there is a concern about reporting multiple jobs in Step 2 or other income in Step 4(a), to use Step 2(a) or (b) or enter an additional withholding amount in Step 4(c), respectively. To determine the additional withholding amount, employees can use the IRS's Tax Withholding Estimator ([www.irs.gov/W4App](http://www.irs.gov/W4App)). To effectively use the estimator, it is helpful to have a copy of the most recent pay stub and tax return.