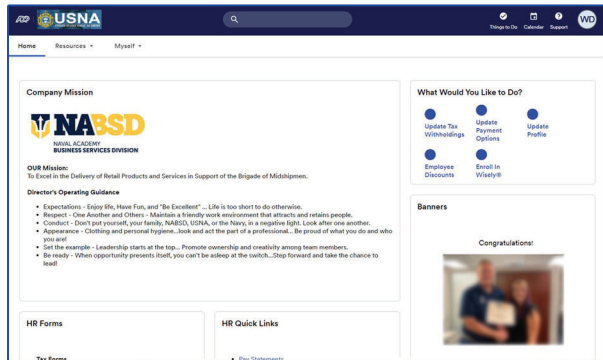


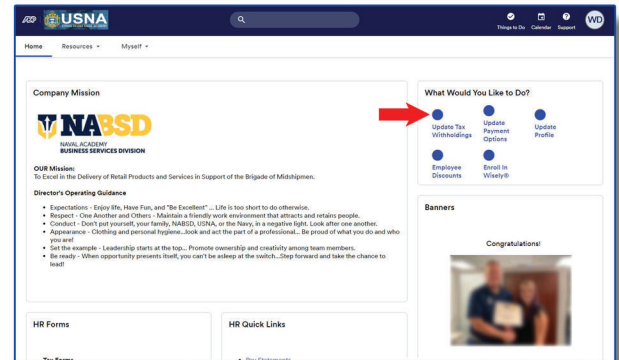
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FEDERAL TAX

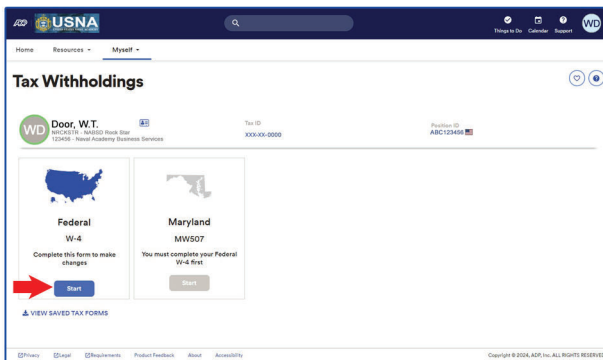
1) Visit “workforcenow.adp.com” and login with your ADP credentials.



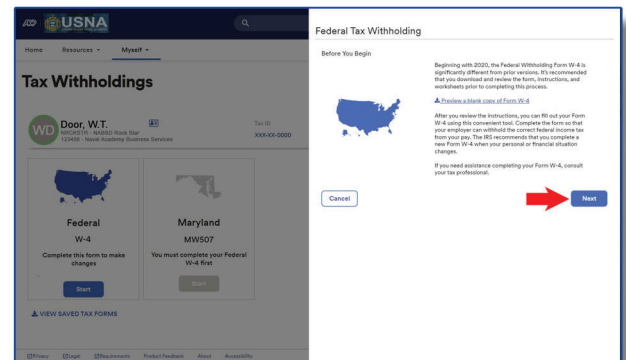
2) Click on “Update Tax Withholdings”.



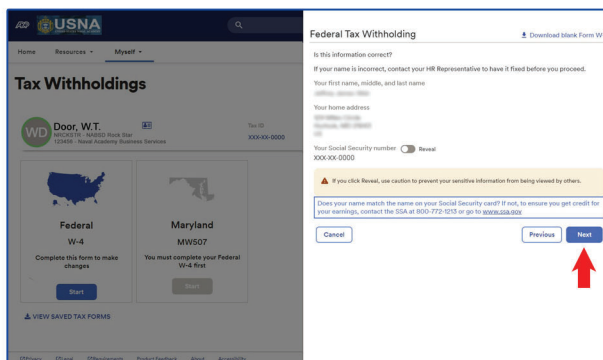
3) Click “Start” under Federal W4.



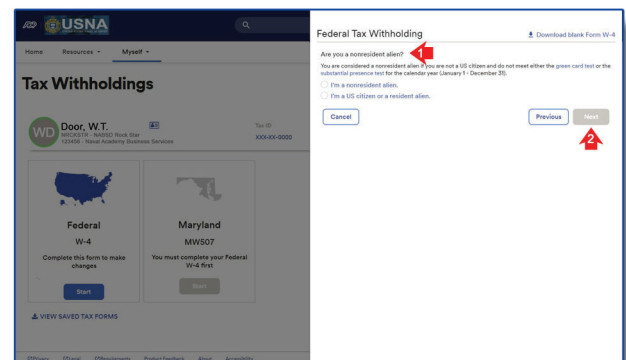
4) You are given the option to review instructions and the actual form. Click ‘Next’.



5) Review your information (Name, Address, SSN), then click ‘Next’. If any of your information is incorrect, let HR know.



6) Make selection for ‘US Citizenship’, then click ‘Next’.



7) Make selection for 'Filing/Marital Status', then click 'Next'.

The screenshot shows the 'Federal Tax Withholding' section of the USNA Tax Withholdings portal. The 'What is your filing/marital status?' dropdown menu is highlighted with a red arrow. The 'Next' button is also highlighted with a red arrow.

8) Make selection for 'Are you Tax Exempt', then click 'Next'.

The screenshot shows the 'Federal Tax Withholding' section of the USNA Tax Withholdings portal. The 'Are you tax exempt?' dropdown menu is highlighted with a red arrow. The 'Next' button is also highlighted with a red arrow.

9) Make selections for Multiple Jobs, Spouse Works, Qualifying Children Under 17, Number of other Dependents, and Total Dependent Amount. If None apply, leave all fields blank. Click 'Next'

The screenshot shows the 'Federal Tax Withholding' section of the USNA Tax Withholdings portal. The 'Multiple Jobs or Spouse Works' section is highlighted with a red arrow. The 'Next' button is also highlighted with a red arrow.

10) Make entries for Other Adjustments, Income, Deductions or Extra Withholding as needed, then click 'Next'

- If None apply, leave all fields blank.
- Extra Withholding will still tax your regular amount PLUS the amount you designate, from each paycheck

The screenshot shows the 'Federal Tax Withholding' section of the USNA Tax Withholdings portal. The 'Other Adjustments' section is highlighted with a red arrow. The 'Next' button is also highlighted with a red arrow.

11) Review the information that populated on the digital W4 form. If all information is correct, acknowledge the information is correct and complete. If desired, you can print a copy for your records. Then click 'Done'

The screenshot shows the 'Federal Tax Withholding' section of the USNA Tax Withholdings portal. The 'Your Form W-4, Employee's Withholding Certificate' is displayed. The 'Done' button is highlighted with a red arrow.

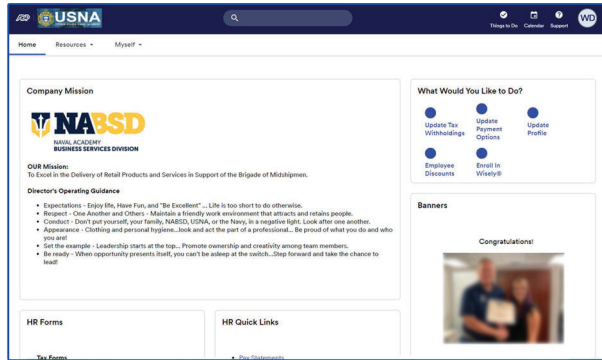
NOTE: You must update the Federal forms before being able to update the State forms.

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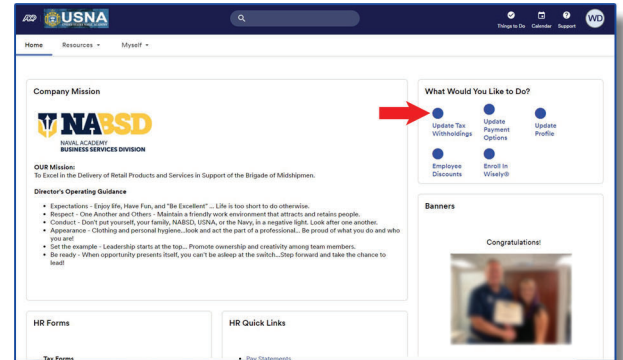
STATE TAX

NOTE: You must update the Federal forms before being able to update the State forms.

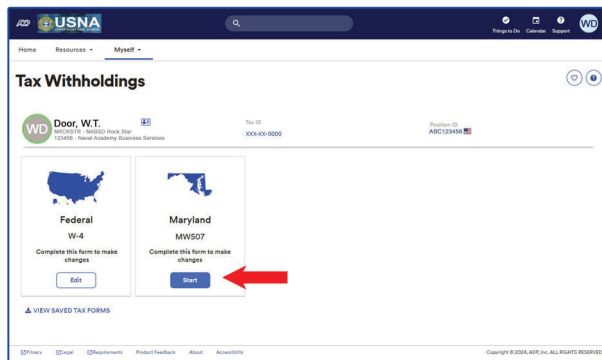
1) Visit “workforcenow.adp.com” and login with your ADP credentials.



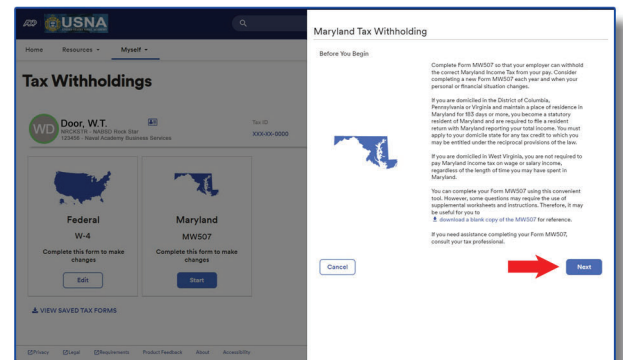
2) Click on “Update Tax Withholdings”.



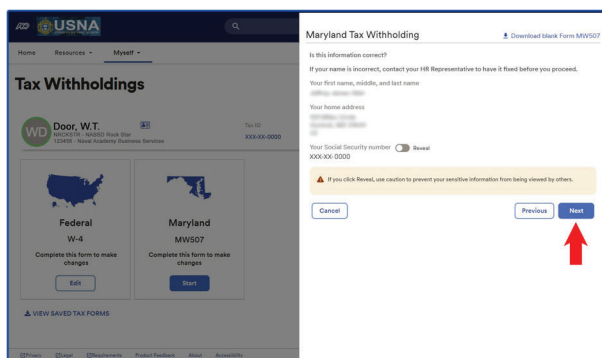
3) Click ‘Start’ under ‘Maryland MW507’.



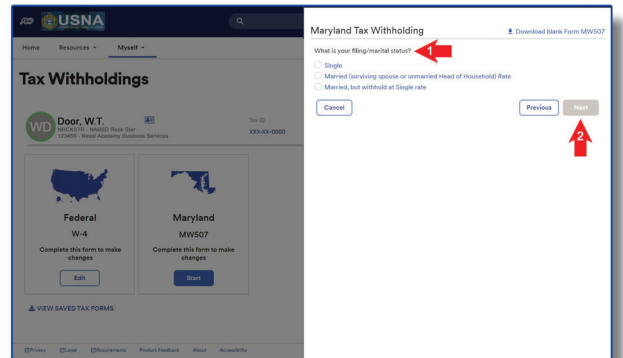
4) You are given the option to review instructions and the actual form. Click ‘Next’.



5) Review your information (Name, Address, SSN), then click ‘Next’. If any of your information is incorrect, let HR know



6) Make selection for ‘Filing/Marital Status’, then click ‘Next’



7) Make entries for County of Residence, Number of exemptions, Extra Withholding, then click 'Next'

The screenshot shows the USNA Tax Withholdings portal. On the left, there's a sidebar with 'Federal W-4' and 'Maryland MW507' options. The main area displays the 'Maryland Tax Withholding' form. The 'County of residence' field is highlighted with a red arrow. Below it, the 'Total number of exemptions' field is also highlighted with a red arrow. At the bottom right, the 'Next' button is highlighted with a red arrow.

8) Make selections for any Tax Exemption you are seeking. If none apply, select 'I do not claim exemption', then click 'Next'

The screenshot shows the USNA Tax Withholdings portal. On the left, there's a sidebar with 'Federal W-4' and 'Maryland MW507' options. The main area displays the 'Maryland Tax Withholding' form. The 'Are you tax exempt?' section is highlighted with a red arrow. At the bottom right, the 'Next' button is highlighted with a red arrow.

NOTE: If you are a military spouse living in Maryland with legal residence in another state, you may be exempt from paying Maryland state tax. Call HR for details.

9) Review the information that populated on the digital W4 form. If all information is correct, acknowledge the information is correct and complete. If desired, you can print a copy for your records. Then click 'Done'

The screenshot shows the USNA Tax Withholdings portal. On the left, there's a sidebar with 'Federal W-4' and 'Maryland MW507' options. The main area displays the 'Maryland Tax Withholding' form. The 'Your Form MW507, Employer's Maryland Withholding Exemption Certificate' section is highlighted with a red arrow. At the bottom right, the 'Done' button is highlighted with a red arrow.

If you have any questions, please contact NAF HR Payroll at (410) 293-2515.