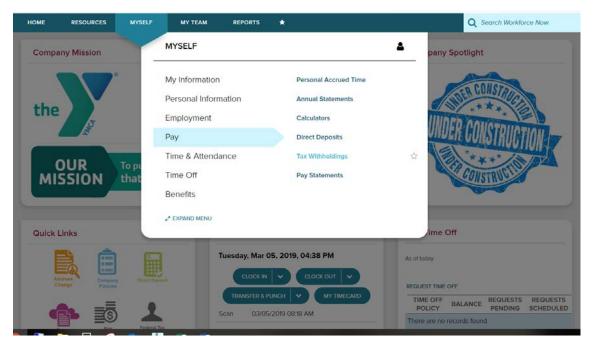
Instructions for updating your Tax information online:

1.)Log into your ADP account

2.) Click on "MYSELF", hover over "Pay", then click on "Tax Withholdings"



You will then reach a screen like this:

Federal	Missouri
W-4	MO W-4
Married, but withhold at higher Single rate 0 allowances Complete this form to make changes	You must complete your Federal W-4 first
START	START
S VIEW / DOWNLOAD CERTIFICATES ON FIL	E

3.)Follow the online guide to change your Federal and State withholdings if you desire. You must complete your Federal W-4 before adjusting your Missouri W-4.