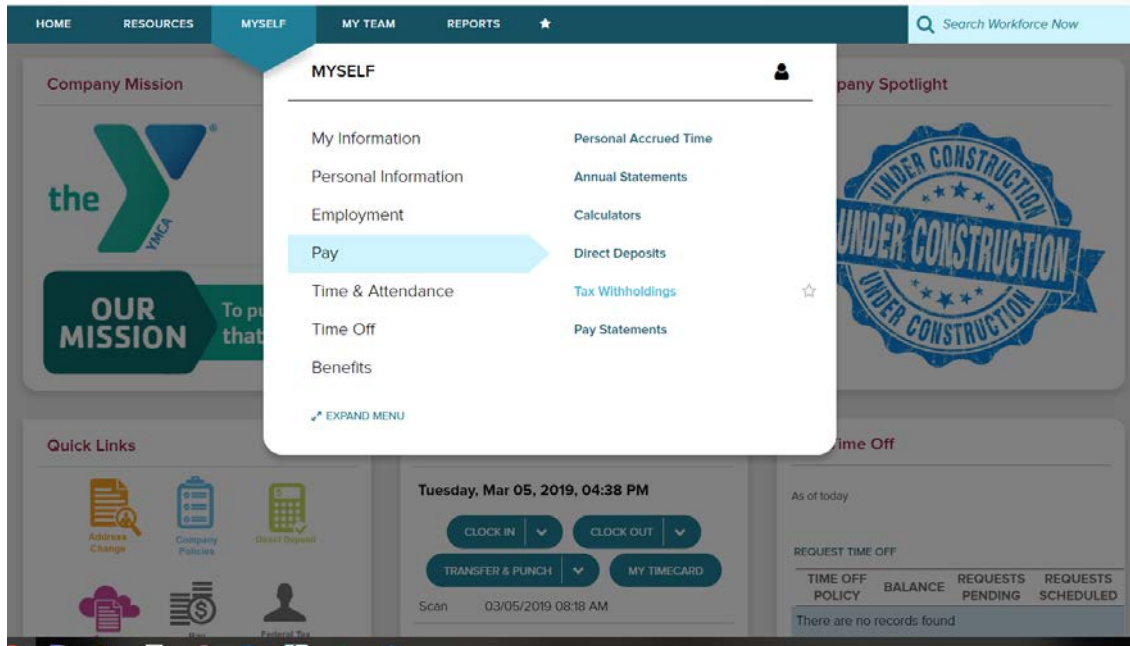
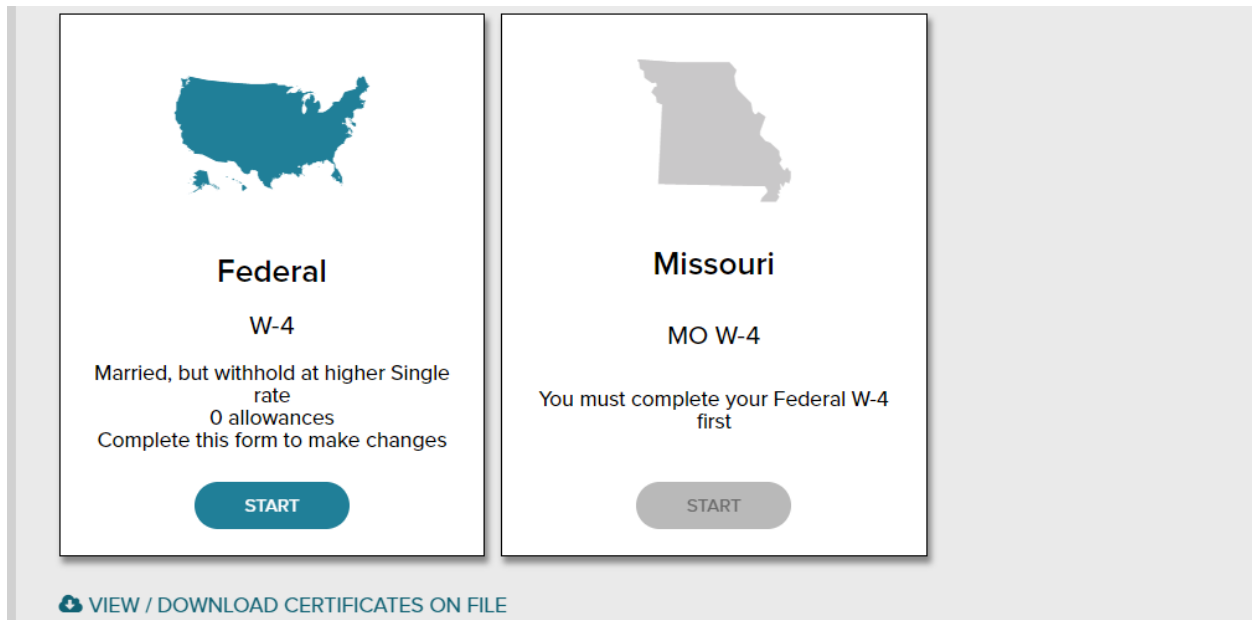


Instructions for updating your Tax information online:

- 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:



- 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.