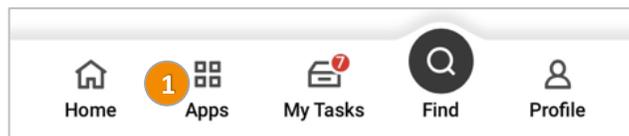


When you update your tax elections, you must log into Workday and access Paperless Employee. Paperless Employee is our tax elections system that allows team members to edit and view their State and Federal tax elections quickly.

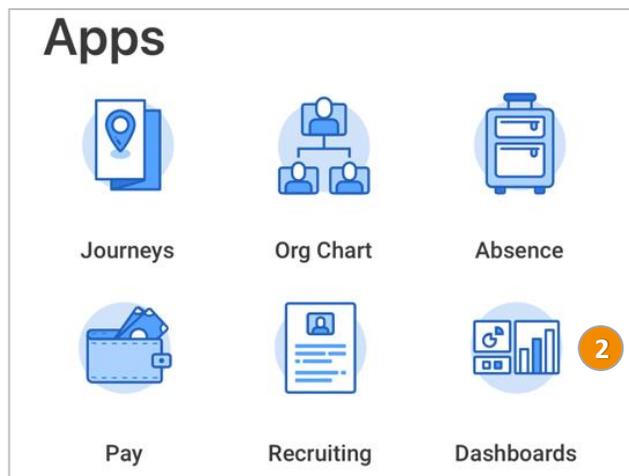
It's important to note that you should always ensure your primary residence is up to date in Workday before making any changes to your tax information. Paperless Employee will guide you through the necessary tax forms according to your resident and work addresses on file. For example, if you recently moved, verify your address information is correct in Workday before making any changes to your tax elections in Paperless Employee.

Finally, if you have any questions about your tax withholdings, please consult a personal tax advisor for further guidance.

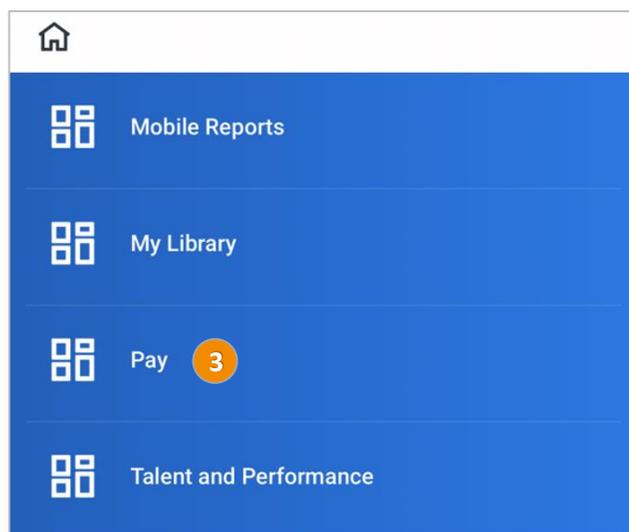
1. Tap **Apps**.



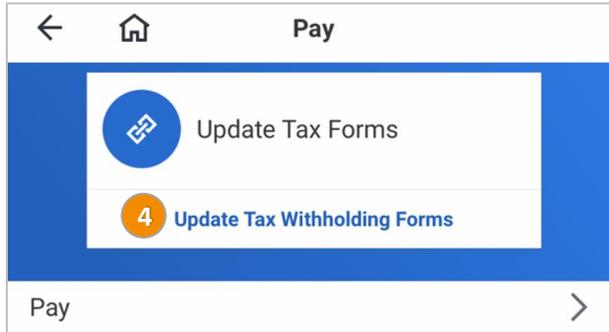
2. Tap **Dashboards**.



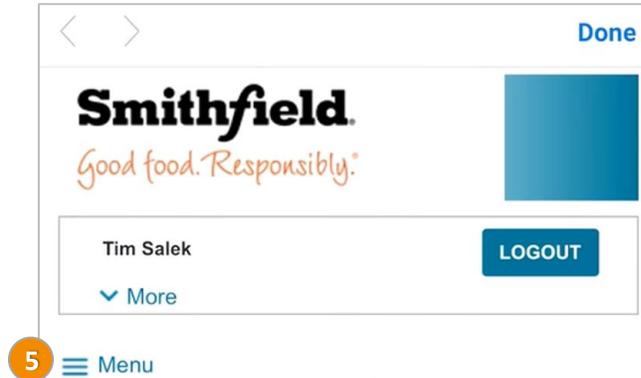
3. Tap **Pay**.



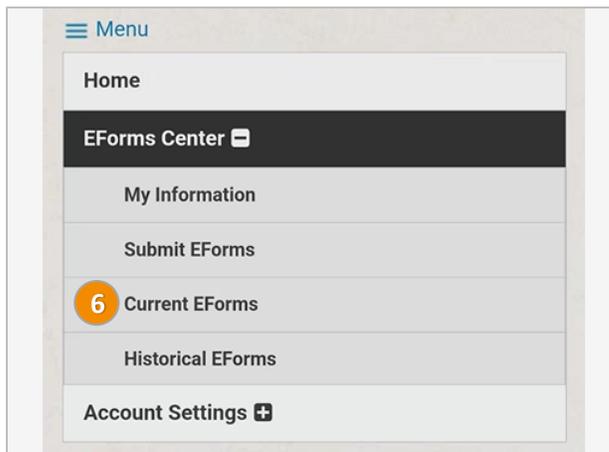
4. Tap **Update Tax Withholding Forms**.



5. Tap **Menu**.



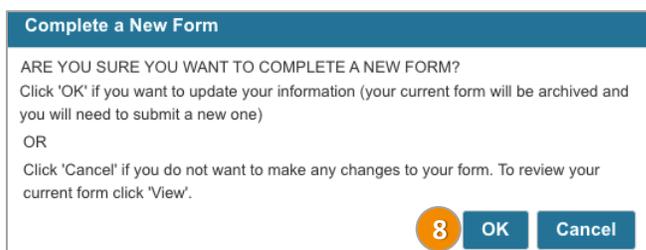
6. Choose **Current EForms**.



7. To update a tax form, tap **Change** next to the tax form you want to update. Complete a New Form pop-up displays.



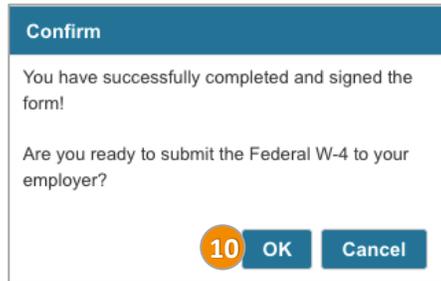
8. Click **OK**.



9. Once all sections are complete, click the **Submit to Employer** button at the bottom of your screen.



10. Tap **OK**.



Note: Depending on the tax form completed, you will have an opportunity to update your State or Local Tax forms following the same process or return to the Employee Information page by clicking Continue.

11. To exit, tap **Logout**.

