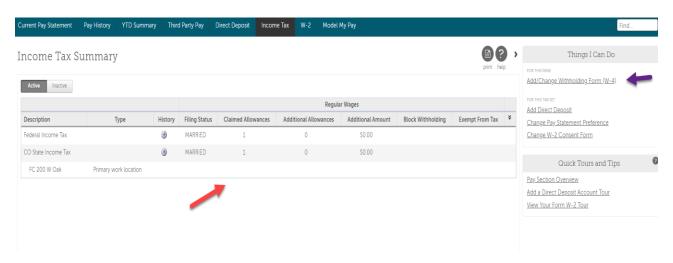
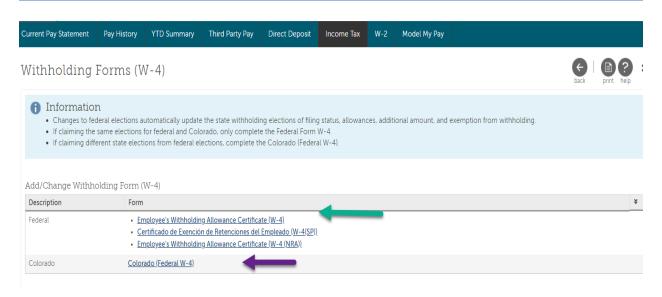
To Change your W-4 Withholding Allowance, log into UltiPro. Go to the *Myself* tab, then under *Pay*, click *Income Tax*.



This brings you to the screen below. The Red arrow is stating what you are claiming today. At the right-hand side of the screen, under *Things I can Do* is Add/Change Withholding Form (W-4).

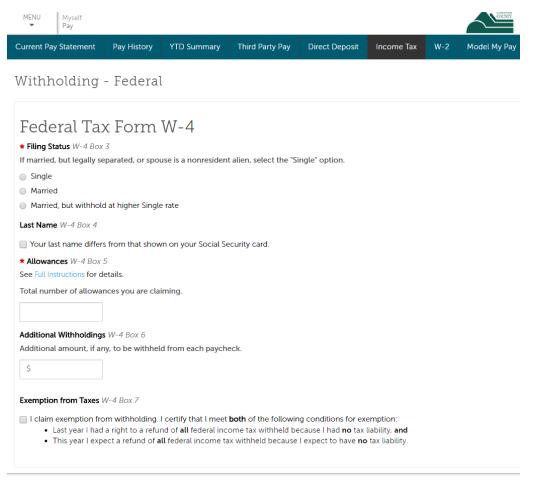


Click on the *Add/Change Withholding link*. The following screen will open.

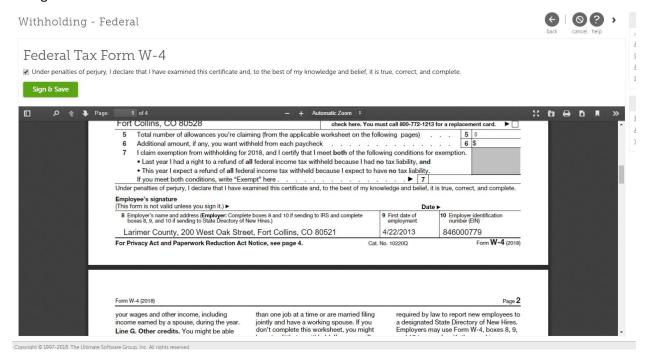


Do the Federal form first as the State will always follow the Federal form. The Green Arrow points towards the Federal Form. The Purple Arrow points towards the State form.

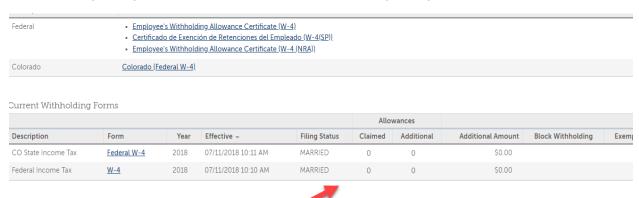
This is the Federal form. Select your information and click Next.



On this page, click the box after reading the information. Then Sign and Save. For my example, I changed the information to read Married and zero.

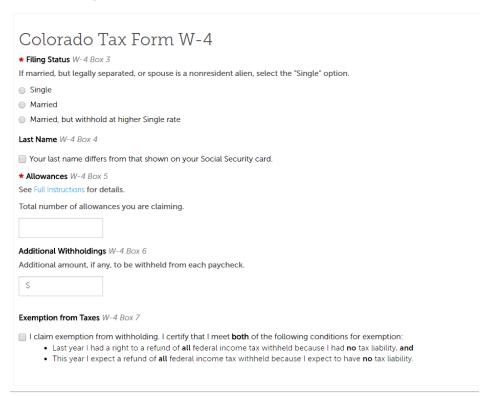


As you can see, the State is now changed also. If you want the State to be different then click on State Tax link. In my example, it shows Colorado State Taxes since my example, lives in Colorado.



This is the State Form. Select your information and click Next.

#### Withholding - Colorado



On this page, click the box after reading the information. Then Sign and Save.

# Colorado Tax Form W-4

■ 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



On my State example, I choose to withhold an extra \$10 per paycheck. This is what the example now shows for the withholdings.

