

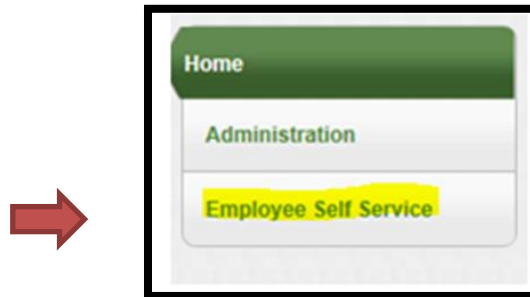
HOW TO CHANGE YOUR W-4 ON ESS

STEP 1:

Log into the Employee Portal (ESS) through the county website (www.livgov.com under Human Resources Department (same location to enter time, obtain pay vouchers, etc.))

Select Items in yellow:

STEP 2:

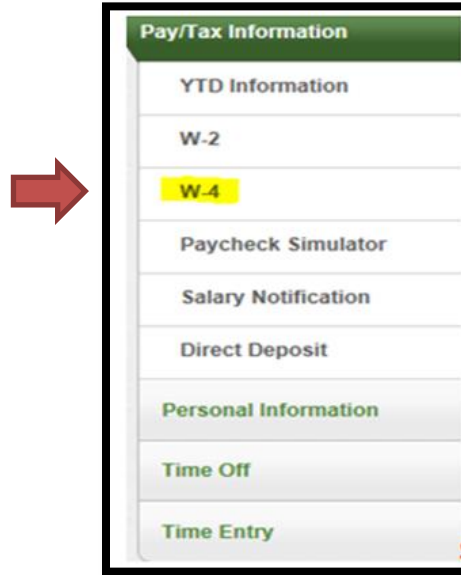


STEP 3:



HOW TO CHANGE YOUR W-4 ON ESS

STEP 4:



STEP 5:

A screenshot of the "W-4 Information" form. At the top right, there is a yellow button labeled "Edit W-4 Values". The form is divided into two sections: FEDERAL and MICHIGAN. Each section contains fields for Marital Status, Exemptions, and Additional Amount.

FEDERAL	
Marital Status	SINGLE
Exemptions	5
Additional Amount	\$0.000000000

MICHIGAN	
Marital Status	MARRIED
Exemptions	0
Additional Amount	\$0.000000000

A red arrow points from the right towards the "Edit W-4 Values" button.

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STEP 6:

a. Select from drop down Single/Married

b. Enter exemptions change if needed

c. Enter extra amount if wanted

d. Enter checkmark in both boxes (electronic Signature) - **Required**

Edit W-4

FEDERAL
Marital Status
SINGLE

If you are married but would like to withhold at the higher single rate, select "Single".

Exemptions
5

Additional Amount (\$)
50.00

Under penalties of perjury, I declare that I have examined these changes, and to the best of my knowledge and belief, verify that they are correct and complete.

MICHIGAN
Marital Status
MARRIED (Ctrl)

If you are married but would like to withhold at the higher single rate, select "Single".

Exemptions
0

Additional Amount (\$)
0.00

Under penalties of perjury, I declare that I have examined these changes, and to the best of my knowledge and belief, verify that they are correct and complete.

↑
Select Continue when complete

STEP 7:

a. Verify all Changes

b. Submit

Edit W-4

FEDERAL
Marital Status - MARRIED

If you are married but would like to withhold at the higher single rate, select "Single". -

Exemptions - 12

Additional Amount (\$) - 50.00

Under penalties of perjury, I declare that I have examined these changes, and to the best of my knowledge and belief, verify that they are correct and complete. - Yes

MICHIGAN
Marital Status - MARRIED

If you are married but would like to withhold at the higher single rate, select "Single". -

Exemptions - 0

Additional Amount (\$) - 0.00

Under penalties of perjury, I declare that I have examined these changes, and to the best of my knowledge and belief, verify that they are correct and complete. - Yes

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Once submitted you should receive the following email:

**Your W-4 Change Request has been submitted successfully.
You will receive another email once the request has been approved.**