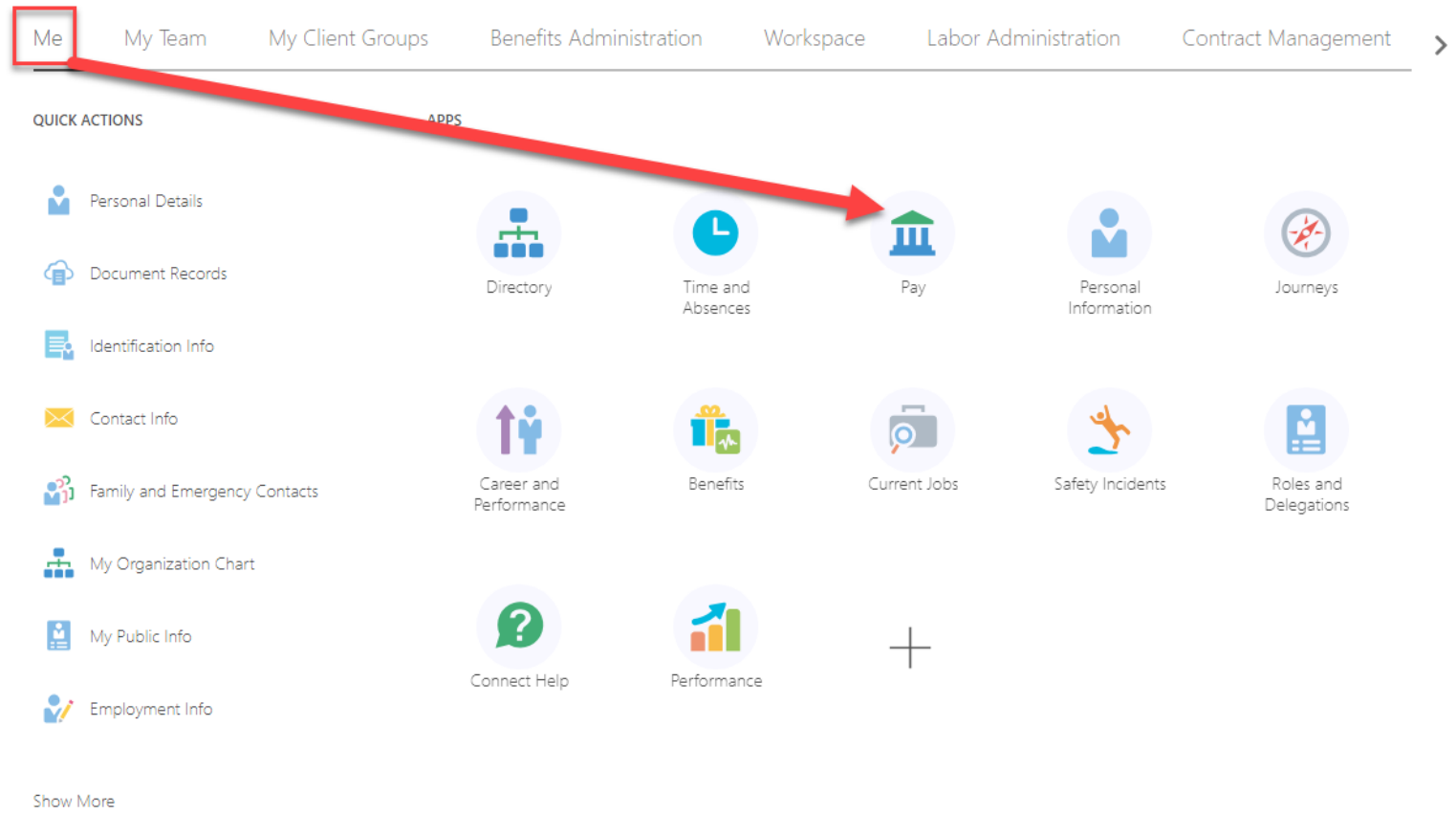
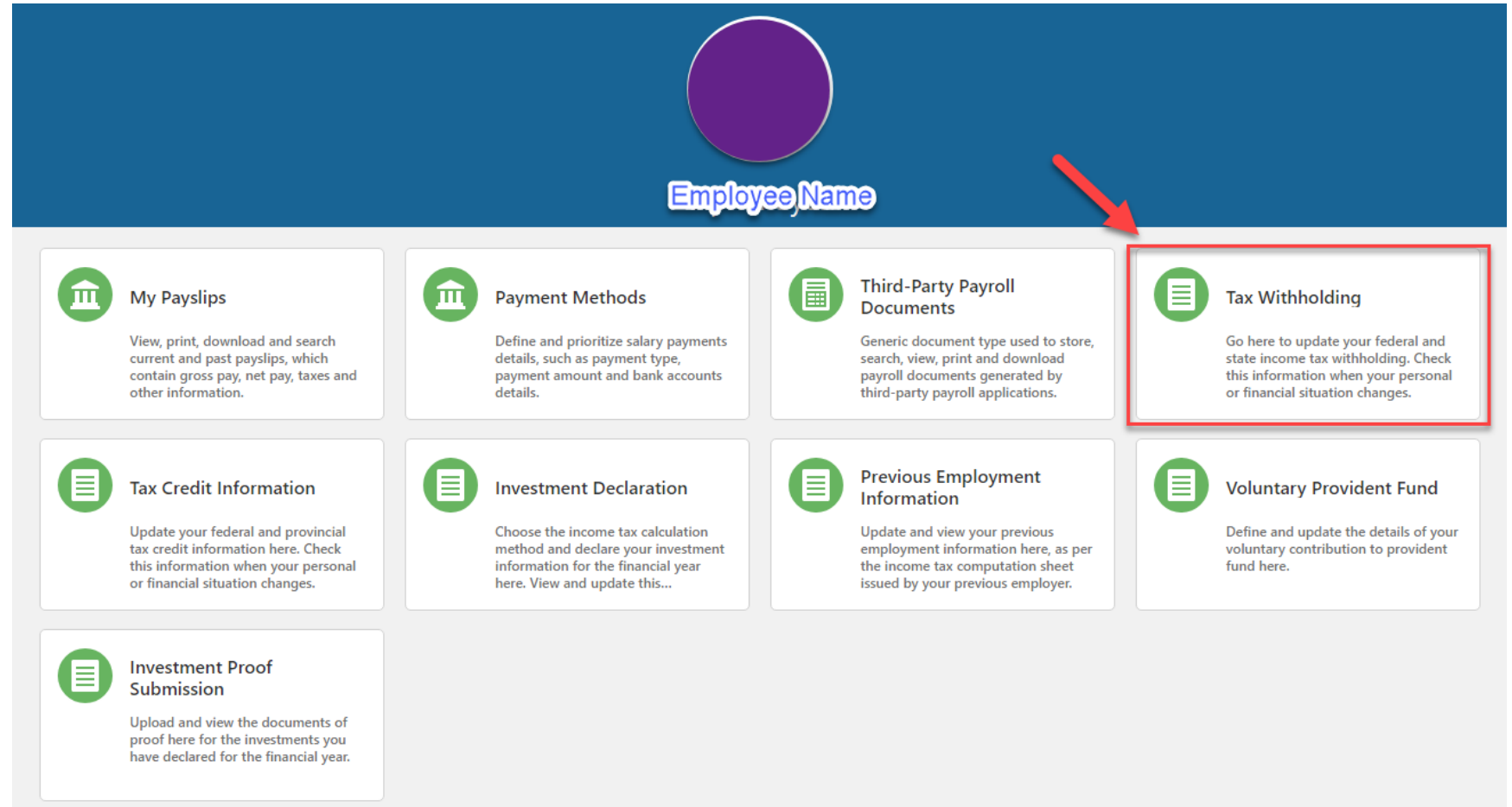


Good afternoon, [blacked out]

The screenshot shows the ESS dashboard interface. At the top, there is a navigation bar with several tabs: 'Me', 'My Team', 'My Client Groups', 'Benefits Administration', 'Workspace', 'Labor Administration', and 'Contract Management'. The 'Me' tab is highlighted with a red rectangular box. A large red arrow originates from this box and points to the 'Pay' app icon in the 'APPS' section. The 'APPS' section is a grid of circular icons representing various functions: Personal Details, Document Records, Identification Info, Contact Info, Family and Emergency Contacts, My Organization Chart, My Public Info, Employment Info, Directory, Time and Absences, Pay, Personal Information, Journeys, Career and Performance, Benefits, Current Jobs, Safety Incidents, Roles and Delegations, Connect Help, and Performance. A 'Show More' link is located at the bottom left of the apps grid.

1. Select **Me** to display your employee functions
2. Click **Pay**

3. Click TaxWithholding

A screenshot of the ESS (Employee Self-Service) dashboard. At the top is a dark blue header bar containing a purple circular profile picture placeholder and the text 'Employee Name' in a light blue, outlined font. A red arrow points from the 'Employee Name' text down to the 'Tax Withholding' tile. The dashboard is organized into a grid of white tiles with green circular icons. The tiles are: 'My Payslips' (bank icon), 'Payment Methods' (bank icon), 'Third-Party Payroll Documents' (document icon), 'Tax Withholding' (document icon, highlighted with a red border), 'Tax Credit Information' (document icon), 'Investment Declaration' (document icon), 'Previous Employment Information' (document icon), 'Voluntary Provident Fund' (document icon), and 'Investment Proof Submission' (document icon). Each tile contains a brief description of the function.

My Payslips
View, print, download and search current and past payslips, which contain gross pay, net pay, taxes and other information.

Payment Methods
Define and prioritize salary payments details, such as payment type, payment amount and bank accounts details.

Third-Party Payroll Documents
Generic document type used to store, search, view, print and download payroll documents generated by third-party payroll applications.

Tax Withholding
Go here to update your federal and state income tax withholding. Check this information when your personal or financial situation changes.

Tax Credit Information
Update your federal and provincial tax credit information here. Check this information when your personal or financial situation changes.

Investment Declaration
Choose the income tax calculation method and declare your investment information for the financial year here. View and update this...

Previous Employment Information
Update and view your previous employment information here, as per the income tax computation sheet issued by your previous employer.

Voluntary Provident Fund
Define and update the details of your voluntary contribution to provident fund here.

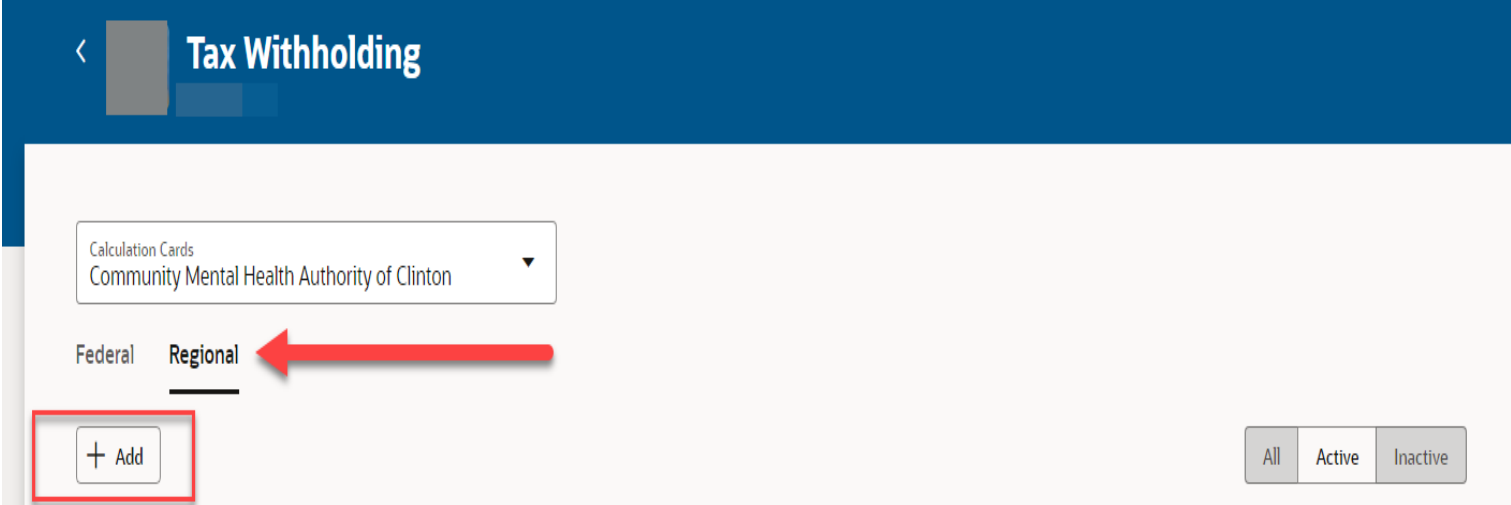
Investment Proof Submission
Upload and view the documents of proof here for the investments you have declared for the financial year.

Click the Pencil to Edit your existing withholding.

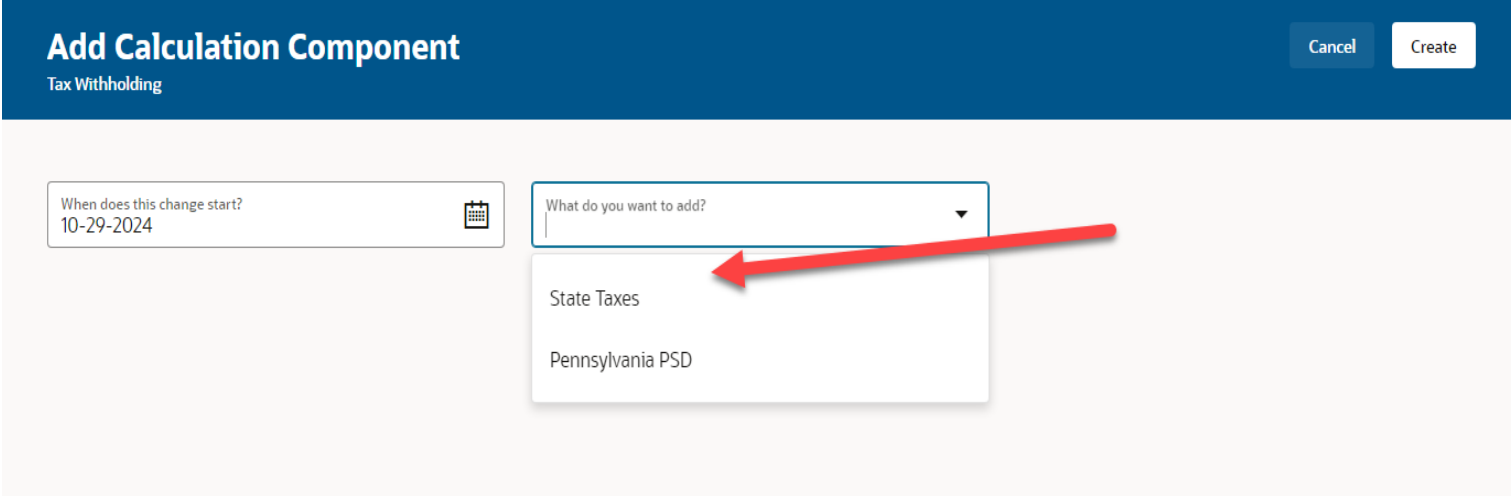
Use the
Pencil Icon to
Edit

5. If adding **State** withholdings, click on the Regional Tab and then hit the Add button.

6. Select State Taxes



The screenshot shows the 'Tax Withholding' page. At the top, there is a blue header with a back arrow and the title 'Tax Withholding'. Below the header, there is a dropdown menu for 'Calculation Cards' with the selected option 'Community Mental Health Authority of Clinton'. Below this, there are two tabs: 'Federal' and 'Regional'. The 'Regional' tab is selected, indicated by a red arrow pointing to it. Below the tabs, there is a red-bordered button labeled '+ Add'. To the right of the '+ Add' button, there are three buttons: 'All', 'Active', and 'Inactive'.



The screenshot shows the 'Add Calculation Component' page. At the top, there is a blue header with the title 'Add Calculation Component' and the subtitle 'Tax Withholding'. On the right side of the header, there are two buttons: 'Cancel' and 'Create'. Below the header, there is a form with two main sections. The first section is labeled 'When does this change start?' and has a date input field with the value '10-29-2024'. The second section is labeled 'What do you want to add?' and has a dropdown menu. The dropdown menu is open, showing two options: 'State Taxes' and 'Pennsylvania PSD'. A red arrow points to the 'State Taxes' option.

7. Select MI
from the State
dropdown list

Add Calculation Component
Tax Withholding

Cancel

Create

When does this change start?
10-29-2024

What do you want to add?
State Taxes

State

KY

LA

MA

MD

ME

MH

MI

MN

8. Enter your State withholding Details
 - If you are claiming dependency exemptions enter the number of dependents you wish to claim in the allowances box
9. Agree to the declaration statement
10. Click **Create**

Add Calculation Component
Tax Withholding
Cancel
Create

When does this change start?
10-29-2024

What do you want to add?
State Taxes

State
MI

Forms
MI

State Tax Information

Are you a new employee
☒ No ☐ Yes

Allowances
1

Additional Tax Amount
\$50.00

A Michigan income tax liability is not expected this year
☒ No ☐ Yes

Wages are Exempt from Withholding
☒ No ☐ Yes

Wage Exempt Explanation

Permanent home located in a Renaissance Zone
☒ No ☐ Yes

Renaissance Zone

Exempt from State Income Tax
☒ No ☐ Yes

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.
☐ I agree
Required

note- to see updates made, you must agree to the declaration, hit submit and then view the form by clicking on the tab name (Federal or Regional (State)).

Calculation Cards

Community Mental Health Authority of Clinton

Federal

Regional

+ Add

All

Active

Inactive

State Taxes: MI

10-26-2024 - Ongoing

Calculation Component

State Taxes

Component Sequence

1

Forms

MI

State

MI

Are you a new employee

No

Allowances

1

Additional Tax Amount

\$50.00

A Michigan income tax liability is not expected this year

No

Wages are Exempt from Withholding

No

Wage Exempt Explanation

Permanent home located in a Renaissance Zone

No

Renaissance Zone

Exempt from State Income Tax

No

Show Prior Records

A sample of the form for federal W-4 and state w-4 are shown here. The federal shows an additional \$50.00 in withholding. You can see your entries on the form by clicking on Federal under the heading Form in the federal section for tax withholding.

A sample of the state form shows an additional \$5.00 in withholding as well. You can see this by clicking on MI under Forms in the Regional section for tax withholding.

Form W-4		Employee's Withholding Certificate		OMB No. 1545-0074
Department of the Treasury Internal Revenue Service				
▶ Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. ▶ Give Form W-4 to your employer. ▶ Your withholding is subject to review by the IRS.				
Step 1: Enter Personal Information		(a) First name and middle initial Last name Address City or town, state, and ZIP code	(b) Social security number	2022 ▶ Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov .
(c) ☐ Single or Married filing separately ☒ Married filing jointly or Qualifying widow(er) ☐ Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)				
Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at www.irs.gov/W4App , and privacy.				
Step 2: Multiple Jobs or Spouse Works		Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs. Do only one of the following. (a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4); or (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld. . . . ▶ ☐ TIP: To be accurate, submit a 2022 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.		
Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)				
Step 3: Claim Dependents		If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly): Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$ 0.00 Multiply the number of other dependents by \$500 ▶ \$ 0.00 Add the amounts above and enter the total here 3 \$ 0.00		
Step 4 (optional): Other Adjustments		(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income 4(a) \$ 0.00 (b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here 4(b) \$ 0.00 (c) Extra withholding. Enter any additional tax you want withheld each pay period . . . 4(c) \$ 50.00		
Step 5: Sign Here		Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete. Employee's signature (This form is not valid unless you sign it.) Date		
Employers Only		Employer's name and address Community Mental Health Authority of Clinton, Eaton, Ingham Counties, 812 E Jolly Rd, Lansing, MI - 48910	First date of employment 10-09-2017	Employer identification number (EIN) 38-6337733
For Privacy Act and Paperwork Reduction Act Notice, see page 3. Cat. No. 10220Q Form W-4 (2022)				

MI-W4

(Rev. 12-20)

EMPLOYEE'S MICHIGAN WITHHOLDING EXEMPTION CERTIFICATE STATE OF MICHIGAN - DEPARTMENT OF TREASURY

This certificate is for Michigan income tax withholding purposes only. Read instructions on page 2 before completing this form.

Issued under P.A. 281 of 1967.		▶ 1. Full Social Security Number		▶ 2. Date of Birth	
▶ 3. Name (First, Middle Initial, Last)		4. Driver's License Number or State ID			
Home Address (No. Street, P.O. Box or Rural Route) 4		▶ 5. Are you a new employee? ☐ Yes If Yes, enter date of hire..... ☒ No		(mm/dd/yyyy) 10/09/2017	
City or Town		State		ZIP Code	
6. Enter the number of personal and dependent exemptions (see instructions)				▶ 6. 0	
7. Additional amount you want deducted from each pay (if employer agrees)				7. \$ 5.00 .00	
8. I claim exemption from withholding because (see instructions): a. ☐ A Michigan income tax liability is not expected this year. b. ☐ Wages are exempt from withholding. Explain: _____ c. ☐ Permanent home (domicile) is located in the following Renaissance Zone: _____					
EMPLOYEE: If you fail or refuse to file this form, your employer must withhold Michigan income tax from your wages without allowance for any exemptions. Keep a copy of this form for your records. See additional instructions on page 2.					
Under penalty of perjury, I certify that the number of withholding exemptions claimed on this certificate does not exceed the number I am allowed to claim. If claiming exemption from withholding, I certify that I do not anticipate a Michigan income tax liability this year.					
9. Employee's Signature				▶ Date 01-20-2023	

EMPLOYER: Complete the below section.			
10. Employer's Name Community Mental Health Authority of Clinton, Eaton, Ingham Counties		▶ 11. Federal Employer Identification Number 38-6337733	
Address (No., Street, P.O. Box or Rural Route) 812 E Jolly Rd		City or Town Lansing	State MI
Name of Contact Person		ZIP Code 48910	
Contact Phone Number			
INSTRUCTIONS TO EMPLOYER: Keep a copy of this certificate with your records. All new hires must be reported to the State of Michigan. See www.mi-newhire.com for information.			
In addition, a copy of this form must be sent to the Michigan Department of Treasury if the employee claims 10 or more exemptions or claims they are exempt from withholding. Send a copy to:			

12. To enter for the first time or update your **Federal** tax withholding details, click the **Federal** tab then click the **Edit** button.

Calculation Cards

Community Mental Health Authority of Clinton

Federal

Regional

Federal Taxes

10-26-2024 - Ongoing

Calculation Component

Federal Taxes

Nonresident Alien

No

Qualifying Dependents Amount

\$0.00

Other Income Amount

\$0.00

Exempt from Federal Income Tax

No

Component Sequence

1

Filing Status

Married filing jointly or Qualifying surviving spouse

Other Dependents Amount

\$0.00

Deductions Amount

\$0.00

Forms

Federal

Multiple Jobs

No

Total Dependents Amount

\$0.00

Extra Withholding

\$175.00

Show Prior Records

any prior records can be seen by clicking here

13. Enter your Federal withholding details

Federal Taxes

Tax Withholding

Cancel

Submit

When does this change start? 10-29-2024		Calculation Component Federal Taxes	Component Sequence 1
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Forms

Federal

Withholding Status

Step 1: Enter Personal Information

Note: Select **Head of household** only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.

Filing Status

Married filing jointly or Qualifying surviving spouse

Complete Steps 2-4 ONLY if they apply to you. Otherwise, skip to Step 5.
See form page 2 for more information on each step, who can claim exemption from withholding, and when to use the estimator at www.irs.gov/W4App.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs. Do **only one** of the following.

(a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4). If you or your spouse have self-employment income, use this option; or

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result on Step 4(c) below; or

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate.

Multiple Jobs

☒ No
 ☐ Yes

Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs.
Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependent and Other Credits

If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by \$2,000.

Qualifying Dependents Amount

\$0.00

14. Agree to the **declaration statement**

15. Click **Submit**

End of Procedure

Federal Taxes
Tax Withholding

Cancel

Submit

Multiply the number of other dependents by \$500.

Other Dependents Amount

\$0.00

Add the amounts above for qualifying children and other dependents. You may add to this the amount of any other credits. Enter the total here:

Total Dependents Amount

\$0.00

Step 4 (optional): Other Adjustments

4 (a) Other income (not from jobs).
If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here.
This may include interest, dividends, and retirement income.

Other Income Amount

\$0.00

4 (b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on form page 3 and enter the result here.

Deductions Amount

\$0.00

4 (c) Extra withholding. Enter any additional tax you want withheld each pay period.

Extra Withholding

\$175.00

You may claim exemption from withholding if both of the following apply.
1. You had no federal income tax liability in the prior year.
2. You expect to have no federal income tax liability in the current year.
If you claim exempt, you will have no income tax withheld from your pay.

Exempt from Federal Income Tax

☒ No ☐ Yes

Nonresident Alien

☒ No ☐ Yes

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

☐ I agree

Required