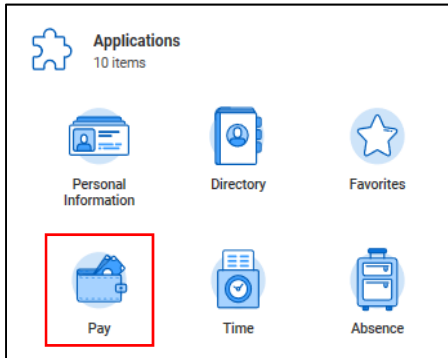


Change W-4 Tax Withholding

You can change your annual tax withholding elections using Workday.

1. To get started, navigate to the **Pay** application on the Workday homepage.



2. This brings you to the Pay page. In the **Actions** column, click **Withholding Elections**.



3. Here you can make changes to your:

- **Federal Elections**
- **State Elections**
- **Local Elections**

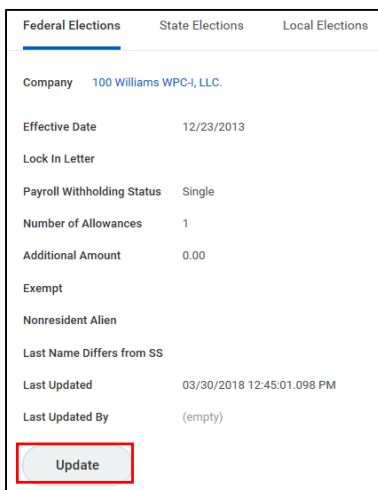


Note: Additional state and local forms may be requested by contacting WilliamsWay2Answers.

4. To make changes, click through the various tabs to reach the type of election you're looking for.



5. Review your current elections, including when they were last updated.
6. Scroll to the bottom of the page and click **Update** to make changes.



7. Enter the **Company** and **Effective Date**. These will auto-fill with today's date.



Complete Federal Elections

Worker Brad Lee

Company * X 100 Williams WPC-I, LLC.

Effective Date * 04 / 05 / 2018



Note: The Company field in the Complete Federal Elections business process cannot be changed.

8. Click **OK** to continue.
9. Scroll down to **W-4 Data**. Here you will need to enter the requested data, including Nonresident Alien status, whether your last name differs from your Social Security card, Marital Status, Number of Allowances, Example Status, and agreement to a Legal Notice.



Marital Status * X Single

If married, but legally separated, or spouse is a nonresident alien, choose "Single".



I Agree *

10. Click **OK** to save your entries.
11. Once completed, you will see a green checkmark indicating that the process has been successfully completed.

