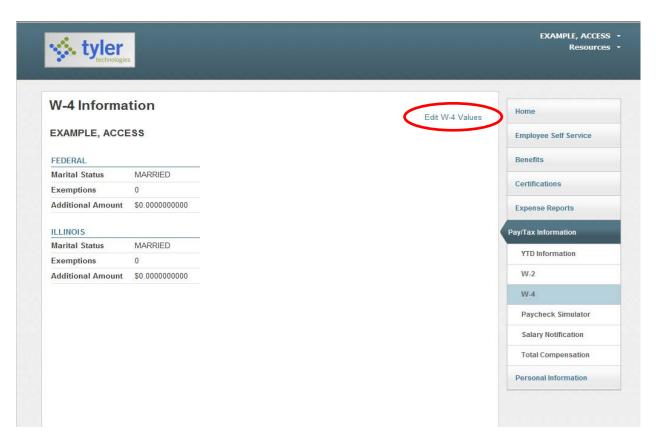


Munis Self Service Changing Federal & State Withholding Tax Amounts

Employees have the ability to change their Federal and Illinois State W-4 elections through MUNIS Employee Self Service. This is available on the Internet from work or home.



To view your current elections, go to Pay/Tax Information then select W-4.

You can view your marital status, number of exemptions claimed, and additional dollar amount withheld.

By selecting Edit W-4 values, the system will allow you to edit any of the fields shown.