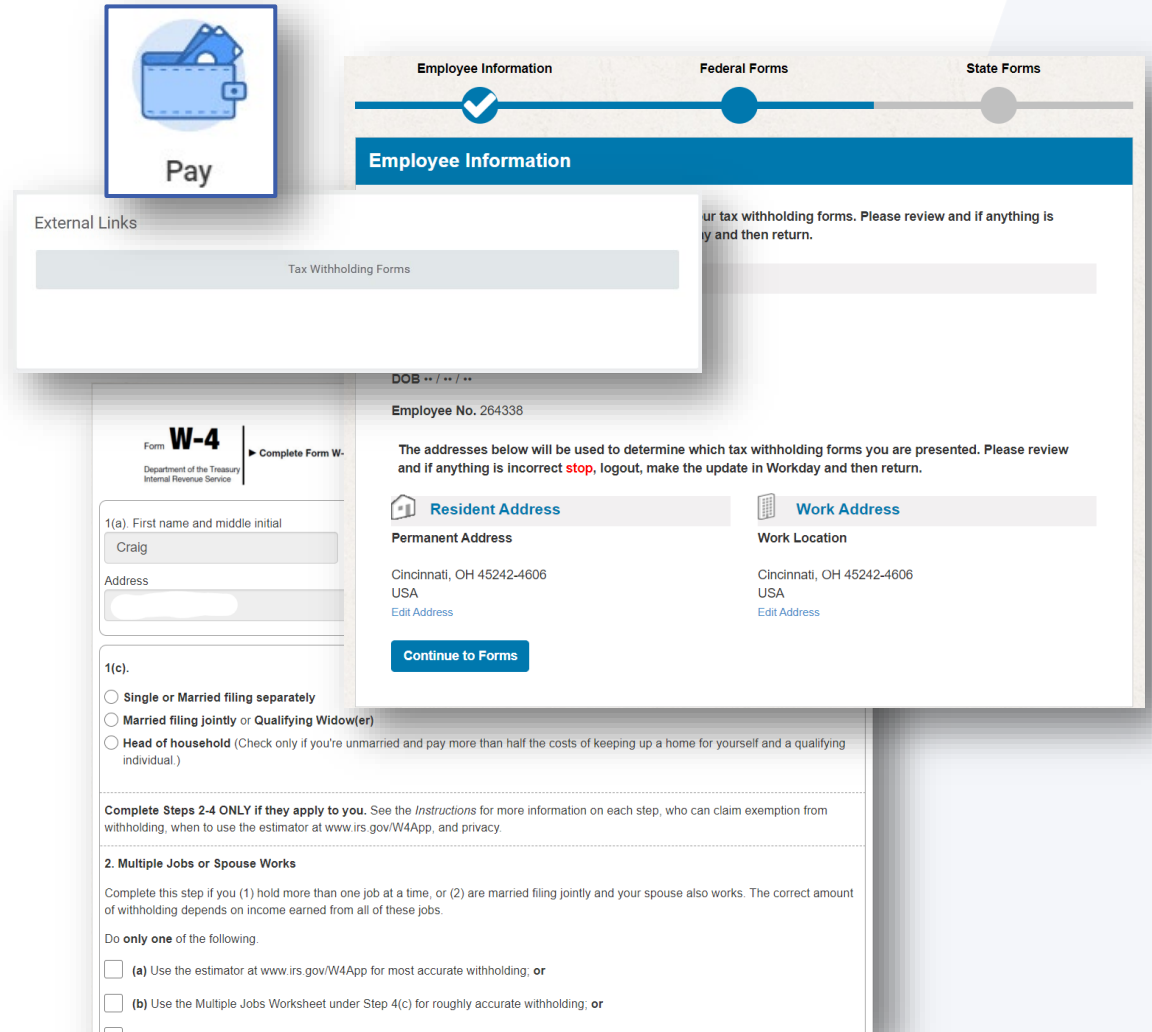


1. Select “Pay” application on Home Screen
2. In the box labeled “External Links” select “Tax Withholding Forms,” which will take you to the CIC website
3. Review your Employee Information on the main page before selecting “Continue to Forms”
 - *If any information needs to be updated, return to your Workday profile to make your changes before continuing to your Tax Forms*
4. Complete your Federal Tax forms - be prepared to enter elections for Dependents and any Deductions
5. Complete your State Tax forms -
 - *You will be required to complete forms for both your Resident Address and Work Address*
6. Once completed, selected “Continue” to return to the Employee Information page or you can update or review your forms by using the navigation buttons on the left



The screenshot displays the 'Pay' application interface. At the top, there is a navigation bar with three tabs: 'Employee Information' (selected), 'Federal Forms', and 'State Forms'. Below the navigation bar, the 'Employee Information' page is shown, featuring a progress bar and a 'Continue to Forms' button. A pop-up window titled 'External Links' is visible, showing a link for 'Tax Withholding Forms'. The main page also displays a 'Form W-4' section with fields for 'First name and middle initial' (Craig), 'Address', and '1(c)' (Single or Married filing separately, Married filing jointly or Qualifying Widow(er), Head of household). The 'Resident Address' and 'Work Address' sections are also visible, both showing 'Cincinnati, OH 45242-4606 USA'. A 'Continue to Forms' button is located at the bottom of the page.