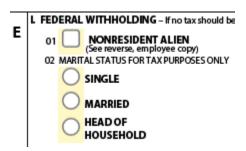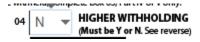Additional instructions for completing section E of the Employee Action Request form
Refer to the W-4 form from the IRS.

<mark>**Federal Withholding:**</mark>

Select your marital status

Higher Withholding: Select YES if you (1) hold more the 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.

__The information below will help you to accurately report if you should claim the higher withholding. This information is taken from the IRS website https://www.irs.gov/pub/irs-pdf/fw4.pdf __
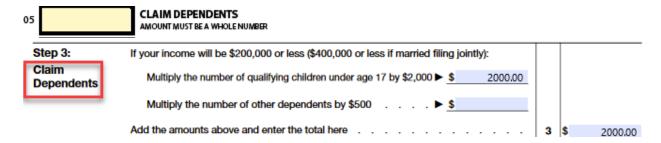

Claiming Dependents (Must be in dollar amount): Use step 3 of the W-4 form to calculate the dollar amount to claim dependents. Enter the total on the Claiming Dependents section.

Use step 4 if the W-4 form to calculate the dollar amount for Other Income and Deductions. Enter 00.00 if not applicable.

06	00.00	**OTHER INCOME** NOT FROM JOBS
07	00.00	**DEDUCTIONS**

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)** $

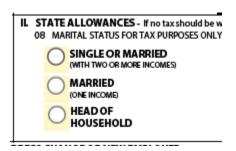(b) **Deductions.** If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here . . . . **4(b)** $

State Allowances:

Select the marital status for state withholding

IL STATE ALLOWANCES - If no tax should be w
08 MARITAL STATUS FOR TAX PURPOSES ONLY

◯ **SINGLE OR MARRIED** (WITH TWO OR MORE INCOMES)

◯ **MARRIED** (ONE INCOME)

◯ **HEAD OF HOUSEHOLD**

Enter the total number of dependents you want to claim for tax purposes under Regular Allowance(s). Enter additional dependents under Additional Allowance(s).

09		**REGULAR ALLOWANCE(S)** Total you are claiming
10		**ADDITIONAL ALLOWANCE(S)** Total you are claiming