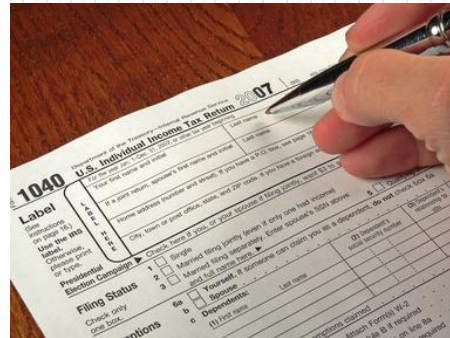


Tax Withholding on ESS



Under the Pay Tab, click on “Tax Withholding”

Employee Self-Service >

Employee Self-Service

Benefits

- Benefit Handbook
- Benefit Plan Descriptions
- Benefits Enrollment
- Current Benefits
- New Hire Enrollment
- Spending Accounts

Employment

- Job Profile
- Phone Book
- Policy Manual
- Work Phone

Life Events

- Address Change

Org Chart

- Org Chart

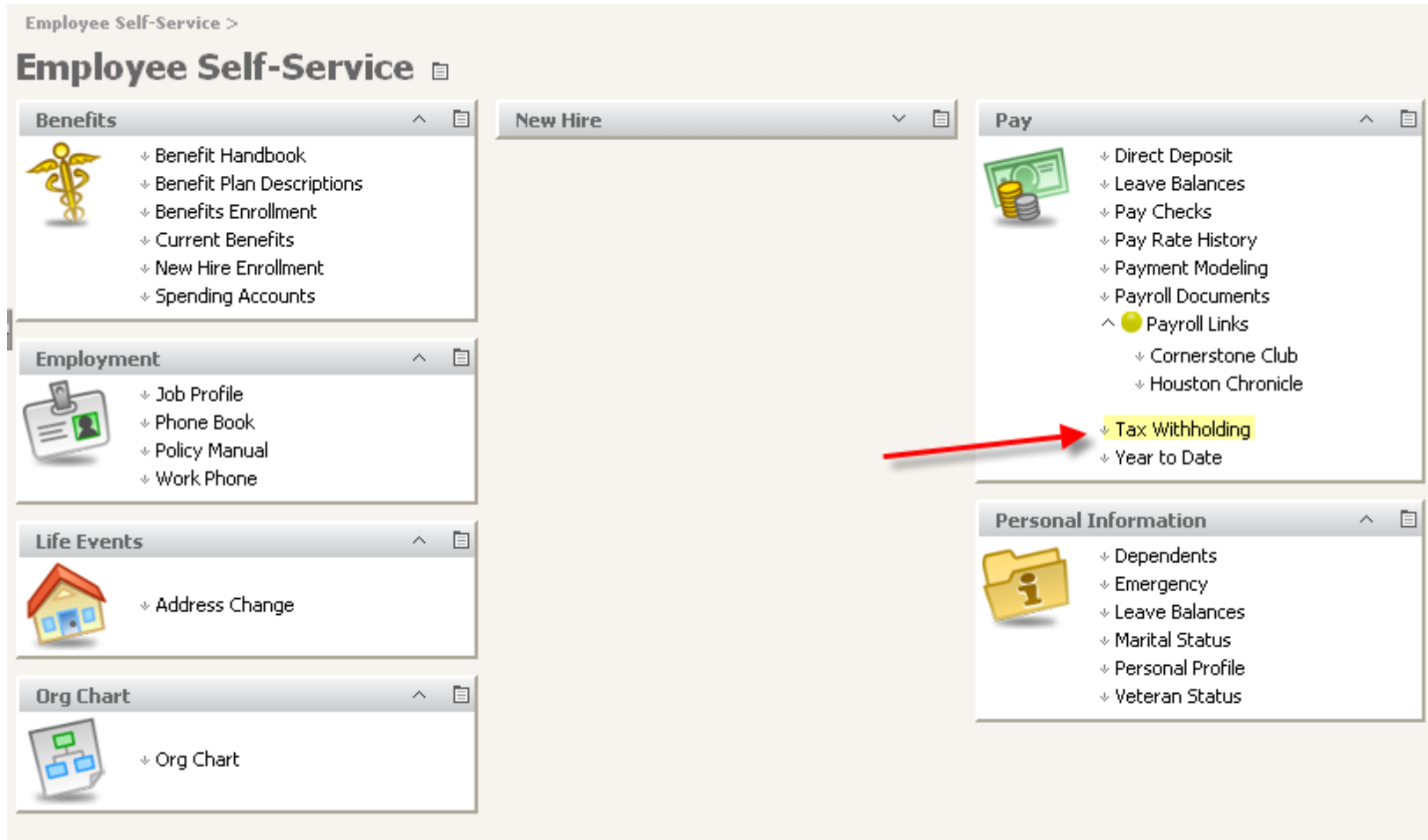
New Hire

Pay

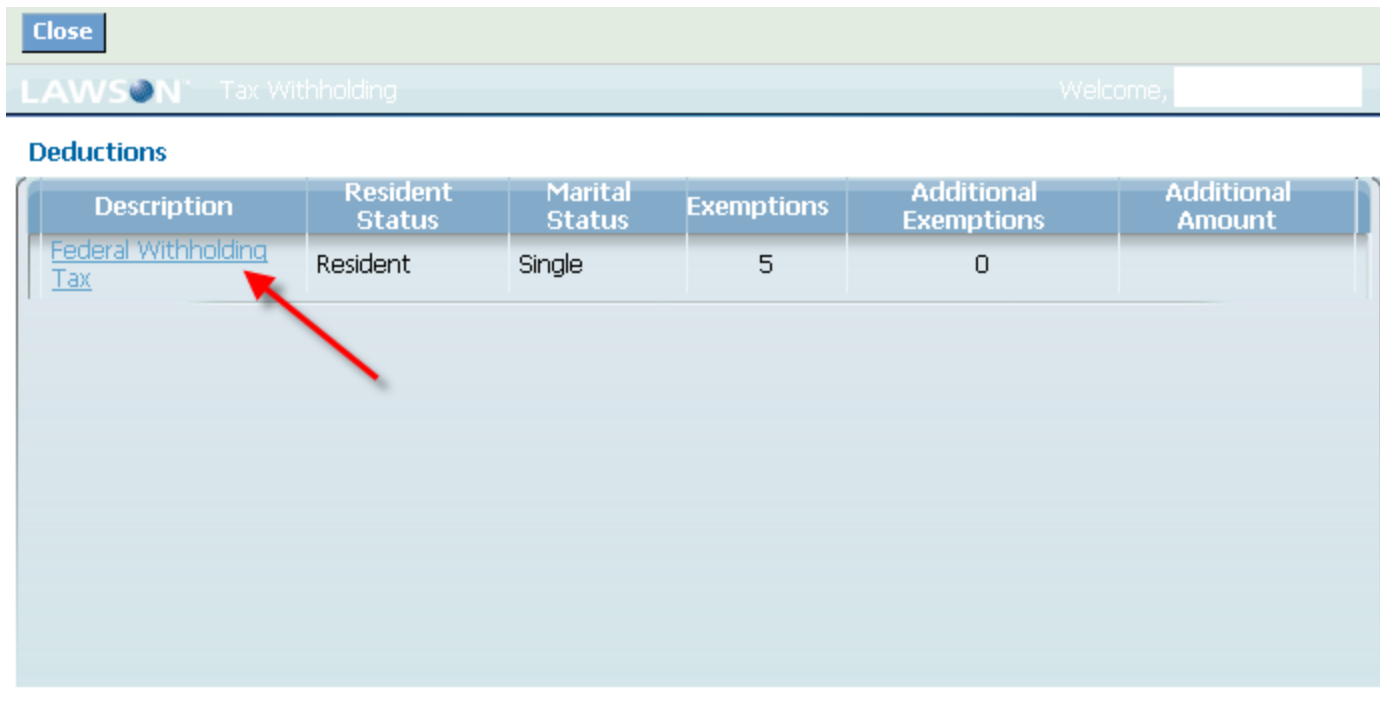
- Direct Deposit
- Leave Balances
- Pay Checks
- Pay Rate History
- Payment Modeling
- Payroll Documents
- Payroll Links
 - Cornerstone Club
 - Houston Chronicle
- Tax Withholding**
- Year to Date

Personal Information

- Dependents
- Emergency
- Leave Balances
- Marital Status
- Personal Profile
- Veteran Status

The image shows a screenshot of the Employee Self-Service web application. The interface is organized into several sections: Benefits, Employment, Life Events, Org Chart, New Hire, Pay, and Personal Information. Each section has a header with an icon and a list of sub-items. A red arrow points to the 'Tax Withholding' option in the Pay section, which is highlighted in yellow. The 'Pay' section also includes options for Direct Deposit, Leave Balances, Pay Checks, Pay Rate History, Payment Modeling, Payroll Documents, Payroll Links (with sub-items Cornerstone Club and Houston Chronicle), and Year to Date. The 'Personal Information' section includes Dependents, Emergency, Leave Balances, Marital Status, Personal Profile, and Veteran Status.

The current deductions will populate in a separate window. Click on “*Federal Withholding Tax*” to make an adjustment.



Description	Resident Status	Marital Status	Exemptions	Additional Exemptions	Additional Amount
Federal Withholding Tax	Resident	Single	5	0	

The W-4 Form will populate in a separate window.
(Current information will default on the form.)

Close

LAWSON Tax Withholding Welcome, Brittany Kaighen ?

W-4 Form

4 **Employee's Withholding Allowance Certificate** OMB No. 1545-0010
2011

For [Privacy Act and Paperwork Reduction Act Notice](#), see page 2 of paper form.

1 Your first name, middle initial and last name 2 Your social security number

3 Single Married Married, but withhold at higher Single rate
Note: *If married, but legally separated, or spouse is a nonresident alien, check the Single box.*

4 If your last name differs from that on your social security card, call 1-800-772-1213 for a new card.

5 5

6

option from withholding for 2011, and I certify that I meet **BOTH** of the following conditions for exemption:

ear I had a right to a refund of **ALL** Federal income tax withheld because I had **NO** tax liability **AND**
ear I expect a refund of **ALL** Federal income tax withheld because I expect to have **NO** tax liability.
meet both conditions, enter "EXEMPT" here. *(Contact your Payroll department to claim EXEMPT).*

on of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true

Choose Exemption Status #3

Close

LAWSON Tax Withholding

Welcome, Brittany Kaighen

W-4 Form

4 **Employee's Withholding Allowance Certificate** OMB No. 1545-0010

2011

Department of the Treasury
Internal Revenue Service

For [Privacy Act and Paperwork Reduction Act Notice](#), see page 2 of paper form.

1 Your first name, middle initial and last name

2 Your social security number

3 Single Married Married, but withhold at higher Single rate
Note: If married, but legally separated, or spouse is a nonresident alien, check the Single box.

4 If your last name differs from that on your social security card, call 1-800-772-1213 for a new card.

5 Number of allowances you are claiming. 5

6 Amount, if any, you want withheld from each paycheck.

I am claiming this exemption from withholding for 2011, and I certify that I meet **BOTH** of the following conditions for exemption:

1. I expect to have a refund of **ALL** Federal income tax withheld because I had **NO** tax liability **AND**

2. I expect a refund of **ALL** Federal income tax withheld because I expect to have **NO** tax liability.

If I do not meet both conditions, enter "EXEMPT" here. *(Contact your Payroll department to claim EXEMPT).*

On the basis of the information on this certificate, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true.

Using the drop down box, choose the total number of allowances you are claiming on line #5.

Close

LAWSON™ Tax Withholding Welcome, ?

W-4 Form

4 Employee's Withholding Allowance Certificate CM 0010

of the Treasury
Revenue Service

For [Privacy Act and Paperwork Reduction Act Notice](#), see page 2 of paper form.

1 Your first name, middle initial and last name 2 Your social security number

3 Single Married Married, but withhold at higher rate
Note: If married, but legally separated, or spouse is a nonresident alien, check the Single box.

4 If your last name differs from that on your social security card, call 1-800-772-1213 for a new card.

5 Number of allowances you are claiming. 5

6 Amount, if any, you want withheld from each paycheck. 25.00

I am exempt from withholding for 2011, and I certify that I meet **BOTH** of the following conditions for exemption:

ear I had a right to a refund of **ALL** Federal income tax withheld because I had **NO** tax liability **AND**
ear I expect a refund of **ALL** Federal income tax withheld because I expect to have **NO** tax liability.
meet both conditions, enter "EXEMPT" here. *(Contact your Payroll department to claim EXEMPT).*

of period. I declare that I have examined this certificate and to the best of my knowledge and belief, it is true.

Manually enter the “Additional amount, if any, you want withheld from each paycheck” on line #6.

Close

LAWSON Tax Withholding Welcome

W-4 Form

4 **Employee's Withholding Allowance Certificate** OMB No. 1545-0010
2011

Department of the Treasury
Internal Revenue Service

For [Privacy Act and Paperwork Reduction Act Notice](#), see page 2 of paper form.

1 Enter your first name, middle initial and last name

2 Your social security number

3 Single Married Married, but withhold at higher Single rate
Note: If married, but legally separated, or spouse is a nonresident alien, check the Single box.

4 If your last name differs from that on your social security card, call 1-800-772-1213 for a new card.

5 Number of allowances you are claiming: 5

6 **Amount, if any, you want withheld from each paycheck: 25.00**

Option from withholding for 2011, and I certify that I meet **BOTH** of the following conditions for exemption:

7 I had a right to a refund of **ALL** Federal income tax withheld because I had **NO** tax liability **AND**
8 I expect a refund of **ALL** Federal income tax withheld because I expect to have **NO** tax liability.
If you meet both conditions, enter "EXEMPT" here. *(Contact your Payroll department to claim EXEMPT).*

9 I am not exempt. I declare that I have examined this certificate and to the best of my knowledge and belief, it is true.

Please contact the Payroll department at 713-740-0263 to claim *EXEMPT*.

Close

LAWSON Tax Withholding Welcome, Brittany Kaighen ?

W-4 Form

3340 HUISACHE BLVD City or town, state, and ZIP code	check the Single box.
PEARLAND, TX 77581	4 If your last name differs from that on your social security card, call 1-800-772-1213 for a new card.
5 Total number of allowances you are claiming.	5 5
6 Additional amount, if any, you want withheld from each paycheck.	6 25.
7 I claim exemption from withholding for 2011, and I certify that I meet BOTH of the following conditions for exemption:	
<ul style="list-style-type: none">• Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability AND• This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability. If you meet both conditions, enter "EXEMPT" here. <i>(Contact your Payroll department to claim EXEMPT).</i>	
Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is correct, and complete.	
Employee's signature	Date
8 Employer's name and address (Employer: Complete 8 and 10 only if sending to the IRS)	9 Office code (optional)
	10 Employer identification number

Continue Model Back Print W-4 Instructions

Select “Continue” to proceed.
Other options available are: “Model”, “Back” and “Print”.
W-4 Instructions are available.

Close

LAWSON™ Tax Withholding Welcome [?]

W-4 Form

City or town, state, and ZIP code

4 If your last name differs from that on your social security card, call 1-800-772-1213 for a new card.

5 Total number of allowances you are claiming 5

6 Additional amount, if any, you want withheld from each paycheck 6

7 I claim exemption from withholding for 2011, and I certify that I meet **BOTH** of the following conditions for exemption:

- Last year I had a right to a refund of **ALL** Federal income tax withheld because I had **NO** tax liability **AND**
- This year I expect a refund of **ALL** Federal income tax withheld because I expect to have **NO** tax liability.

If you meet both conditions, enter "EXEMPT" here. *(Contact your Payroll department to claim EXEMPT).*

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

Employee's signature

8 Employer's name and address
(Employer: Complete 8 and 10 only if sending to the IRS)

9 Office code (optional)

Date

10 Employer identification number

[W-4 Instructions](#)

Select “*Update*” to authorize and update changes.
Select “*Cancel*” to return to the W-4 Form.

Close

LAWSON Tax Withholding

Verify W-4 Changes

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

- If you select "Update", you are authorizing these changes.
- If you "Cancel", your changes will not be processed.

Update Cancel