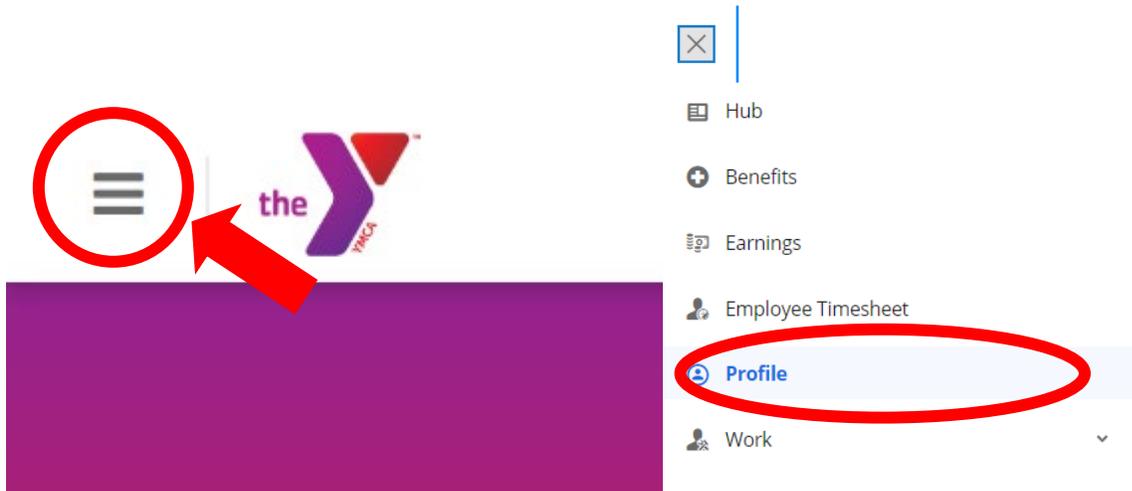


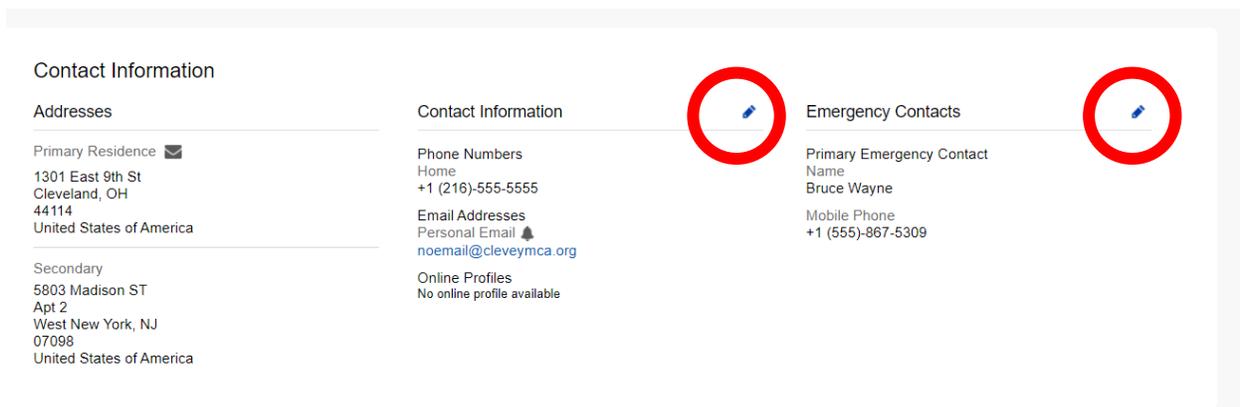
Accessing your Personal Information (Address, Phone Number, Direct Deposit, Tax)

To Access your Personal information:

- 1) Navigate to your "Profile " page by selecting the 3 gray bars next to the Y Logo at the top left of the web page. From the Menu, select "Profile"

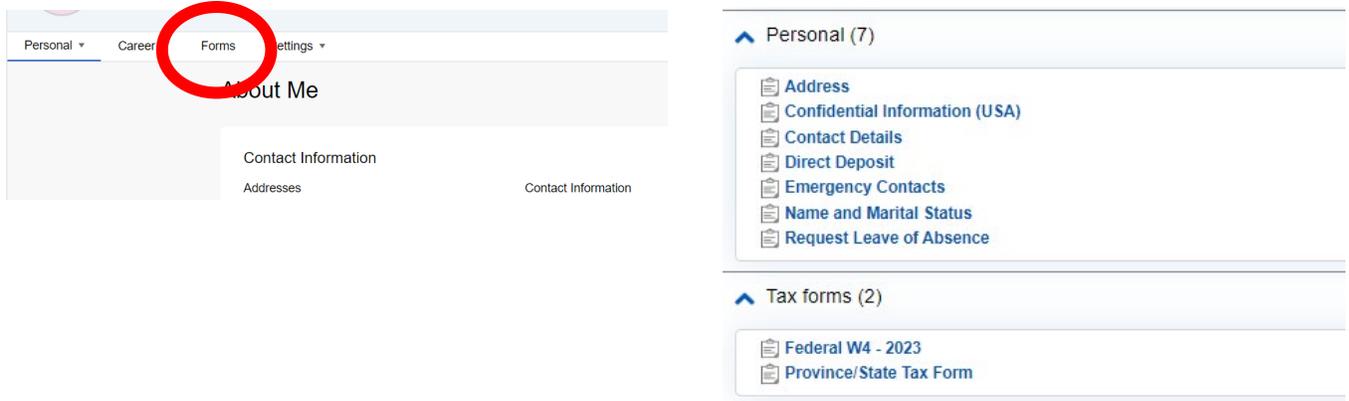


- 2) From the "Profile" page you can edit all your contact information by selecting the edit pencils.



Reviewing your Tax Setting and Direct Deposit Detail

From the “Profile” page, select the “Forms” menu . On the “Forms” page there are 3 categories of forms, Benefits, Personal, and Tax Forms.



- 1) To Make updates to your Address you can open the “Address” form from the “Personal” category to make needed changes.

YMCA, Melody 099999
Status: Active Employee Number: 099999

Address Information

+ Add X Delete

Indi...	Type*	Country Code*	Address Line 1*	Address Line 2	Address Line 3	Address
	Primary Residen...	United States ...	1301 East 9th St			
	Secondary	United States ...	12234 Sesame ...	Apt 2		

- 2) To make updates to your Direct Deposit Details you can open the “Direct Deposit” form from the “Personal” category to make any needed changes.

Direct Deposit

⚠ This form has been submitted and is pending approval.

YMCA, Melody 099999
Status: Active Employee Number: 099999

This is your current direct deposit information. Adding or modifying accounts will change where your pay will be deposited.

Pay will be added to your accounts based on the priority you set. Any pay remaining will be deposited into your remainder account. An amount is required for all accounts except your remainder account.

+ Add X Remove ^ Move Up v Move Down

Priority	Routing Number*	Financial Institution	Account Number*	Deposit Type*	Allocation
▶ 1	1234567		12111445577	Percentage	80%
▶ 2	1234567		5544117722	Monetary Amount	\$50.00 USD
▶ 3	1234567		5555555	Remainder / Full Amount	

Comment...

- 3) To review and update your Federal or State Tax settings, you can open the “Federal/W-4” or “Province/State Tax Form” and make updates and select submit.

Form W-4 Employee's Withholding Certificate

OMB No. 1545-0074

2023

Department of the Treasury
Internal Revenue Service

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.
Give Form W-4 to your employer.
Your withholding is subject to review by the IRS.

Step 1: Personal Information

01 First name and middle initial: Melody
02 Last name: YMCA
03 Social security number: [Redacted]

Address: 1301 East 9th St
City or town, state, and ZIP code: Cleveland, OH 44114

04 Single or Married filing separately
 Married filing jointly or Qualifying surviving spouse
 Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov.

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, other details, and privacy.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than 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.
Do only one of the following:
(a) Reserved for future use.
(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; or
(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate.

TIP: If you have self-employment income, see page 2.

Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependent and Other Credits

If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):
Multiply the number of qualifying children under age 17 by \$2,000 \$ [Redacted]
Multiply the number of other dependents by \$500 \$ [Redacted]

Add the amounts above for qualifying children and other dependents. You may add to this the amount of any other credits. Enter the total here \$ [Redacted]

Step 4: (a) Other income (not from jobs). If you want tax withheld for other income you