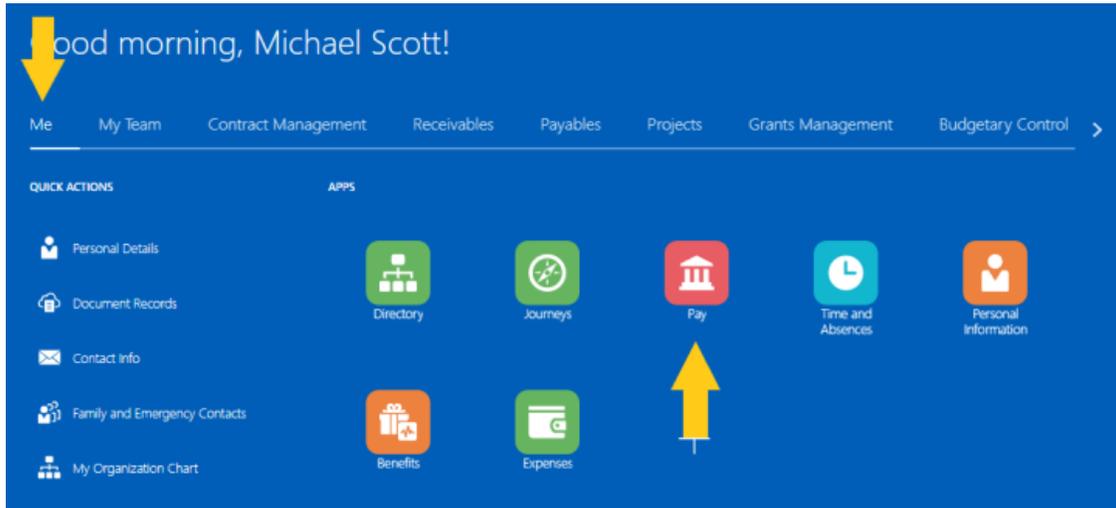


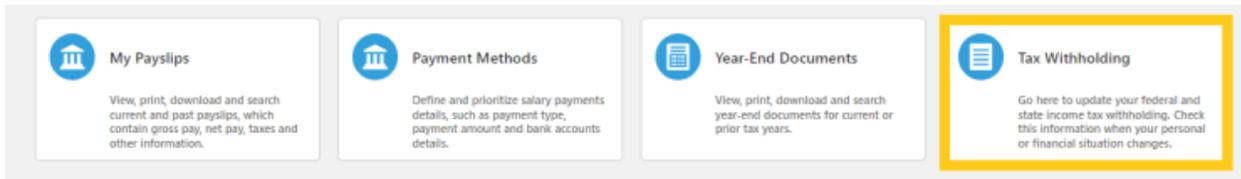
MOBIUS QUICK GUIDE - Updating Tax Withholding

Employees can view and make changes to Federal and State Tax Withholding through the Pay area. PWC cannot provide advice to employees on what to enter for tax withholding, if you need guidance on what to claim consult a tax advisor.

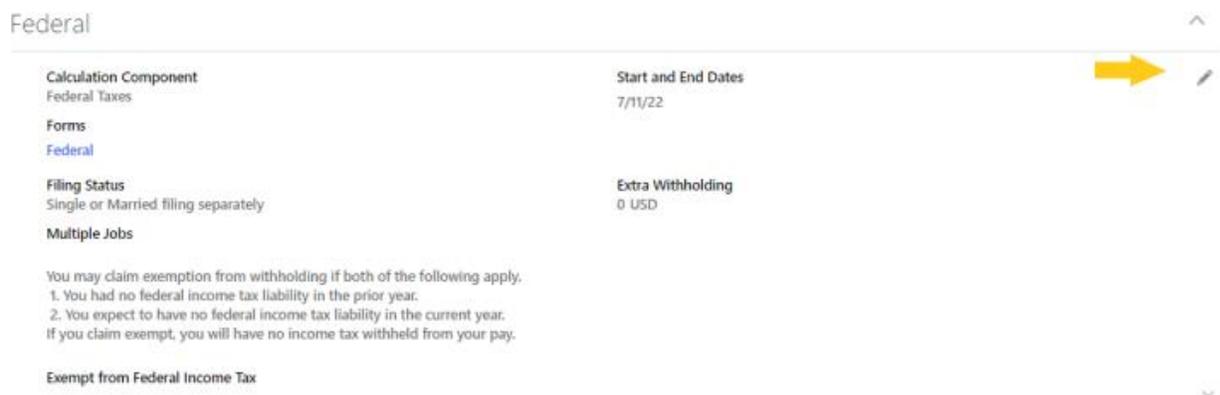
From the **Me** section, select the **Pay App**



Once on the **Pay** screen, select **Tax Withholding**.



To make edits to Federal Tax Withholdings, click on the **pencil icon** to the right of the Federal section, likewise, to make edits to the Regional (State) Tax Withholdings click on the **pencil icon**.



Regional

+ Add v ^

View Active v

Calculation Component
State Taxes

State
VA

Allowances
0

Secondary Allowance

Forms
VA

Start and End Dates
7/11/22

Total Allowances
0

Additional Tax Amount



When editing the Federal form, there are several available options to complete, the required fields are marked with an asterisk. Once updates are complete, click **“Save and Close”** in the top right corner of the screen.

Basic Information

Calculation Component
Federal Taxes

Component Sequence
1

*When does this change start?

12/22/22

Forms
Federal



Withholding Status

*Filing Status

Single or Married filing separately v

Multiple Jobs

Select a value v

Extra Withholding

0 USD

You may claim exemption from withholding if both of the following apply.
1. You had no federal income tax liability in the prior year.
2. You expect to have no federal income tax liability in the current year.
If you claim exempt, you will have no income tax withheld from your pay.

Exempt from Federal Income Tax

Select a value v

Qualifying Dependents Amount

0 USD

Other Dependents Amount

0 USD

Total Dependents Amount

0 USD

Other Income Amount

0 USD

Deductions Amount

0 USD

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

I agree



When editing the Regional (State) form, there are several available options to complete, the required fields are marked with an asterisk. Once updates are complete, click **“Save and Close”** in the top right corner of the screen.

Basic Information

Calculation Component State Taxes	Forms VA
Component Sequence 1	
*When does this change start? 12/22/22	State VA

State Tax Information

Allowances 0	Additional Tax Amount USD
Secondary Allowance	Exempt from State Income Tax Select a value
Total Allowances 0	Exemption for Military Spouse Select a value

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

Mobius will withhold Regional (State) taxes for the 5 reciprocal states (Maryland, District of Columbia, West Virginia, Pennsylvania, and Kentucky). To have withholdings for one of these states withheld, mark the Virginia Regional (State) tax form as “Exempt from State Income Tax”

State Tax Information

Allowances 0	Additional Tax Amount USD
Secondary Allowance	Exempt from State Income Tax Yes
Total Allowances 0	Exemption for Military Spouse Select a value

Once saved as exempt from VA State Income Tax, select the **+ Add** icon next to Regional.

Regional + Add v ^

+ Add v ^
Add Tax Withholdings

From “**Add Tax Withholdings**”, enter the effective start date and State Taxes from the “What do you want to add?” drop down. Once selected, a box will appear for the State to be selected.

Regional

Basic Information

*When does this change start?

12/22/22

*What do you want to add?

State Taxes

State

Select a value



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

I agree



ONLY SELECT ONE OF THE 5 RECIPROCITIES MD, DC, WV, PA, KY.

In this example, DC has been selected. Complete the form as desired, then **“Save and Close”**.

The screenshot shows the 'Regional' form with the following details:

- Basic Information:**
 - *When does this change start?: 12/22/22
 - *What do you want to add?: State Taxes
 - State: DC
- State Tax Information (highlighted with a yellow border):**
 - Filing Status: Single
 - Withholding Allowances: (empty field)
 - Additional Withholding Allowances: (empty field)
 - Allowances: 0
 - Additional Tax Amount: (empty field) USD
 - Exempt from State Income Tax: Select a value
 - Domicile state other than the District of Columbia: Select a value
 - State of Residence: Select a value
 - Full time student for state tax exemption: Select a value
- Declaration:**
 - *Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.
 - I agree