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

ł	od morr	iing, Michael S	cott!					
Me	My Team	Contract Management	Receivables	Payables	Projects	Grants Management	Budgetary Control	>
QUICK	ACTIONS	APPS						
*	Personal Details							
¢	Document Records	Dir	rectory	Journeys	Pay	Time and Absences	Personal	
×	Contact Info							
ທີ ່ມ	Family and Emergenc	y Contacts		e				
-	My Organization Cha	rt Be	enefits	Expenses				

Once on the Pay screen, select Tax Withholding.

My Payslips	Payment Methods	Year-End Documents	Tax Withholding
View, print, download and search current and past payslips, which contain gross pay, net pay, taxes and other information.	Define and prioritize salary payments details, such as payment type, payment amount and bank accounts details.	View, print, download and search year-end documents for current or prior tax years.	Go here to update your federal and state income tax withholding. Check this information when your personal or financial situation changes.

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 ~
View Active ~		
Calculation Component State Taxes State VA	Forms VA Start and End Dates 7/11/22	→ <i>i</i>
Allowances 0 Secondary Allowance	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.

Calculation Component Federal Taxes		Forms		
Component Sequence		Federal		
1				
"When does this change start?				
12/22/22	50			
holding Status				
Filing Status		Multiple Jobs		
Single or Married filing separately	~	Select a value		13
		Francisco Marchael Marco		
		Extra Withholding		
		Extra Withholding	0	U!
You may claim exemption from withholding if both of t	e following apply.	Extra Withholding	0	U
You may claim exemption from withholding if both of t 1. You had no federal income tax liability in the prior ye 2. You expect to have no federal income tax liability in if you claim exempt, you will have no income tax withher Exempt from Federal Income Tax Select a value	te following apply. ar. he current year. Id from your pay.	Other Income Amount	0	U.
You may claim exemption from withholding if both of t 1. You had no federal income tax liability in the prior ye 2. You expect to have no federal income tax liability in if you claim exempt, you will have no income tax withho Exempt from Federal Income Tax Select a value Qualifying Dependents Amount Other Dependents Amount	e following apply. ar. he current year. ld from your pay. 0 USD	Other Income Amount	0	US
You may claim exemption from withholding if both of t 1. You had no federal income tax liability in the prior ye 2. You expect to have no federal income tax liability in if you claim exempt, you will have no income tax withho Exempt from Federal Income Tax Select a value Qualifying Dependents Amount Other Dependents Amount	e following apply. ar. he current year. ld from your pay. 0 USD	Other Income Amount	0	0.
You may claim exemption from withholding if both of t 1. You had no federal income tax liability in the prior ye 2. You expect to have no federal income tax liability in if you claim exempt, you will have no income tax withher Exempt from Federal Income Tax Select a value Qualifying Dependents Amount Other Dependents Amount	ue following apply. ar. he current year. id from your pay. 0 USD 0 USD	Other Income Amount	0	U! U!
You may claim exemption from withholding if both of t 1. You had no federal income tax liability in the prior ye 2. You expect to have no federal income tax liability in if you claim exempt, you will have no income tax withher Exempt from Federal Income Tax Select a value Qualifying Dependents Amount Other Dependents Amount Total Dependents Amount	e following apply. ar. he current year. id from your pay. 0 USD	Other Income Amount Deductions Amount	0	U. U.

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.

State Taxes		Forms	
Component Sequence		VA	
1			
When does this change start?		State	
12/22/22	Č6	VA	
	0		U
		Exempt from State Income Tax	
Secondary Allowance			
Secondary Allowance		Select a value	
Secondary Allowance Total Allowances		Select a value Exemption for Military Spouse	

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 Additi	unal Tax Amount
Secondary Allowance Exemp Ves	t from State Income Tax
Total Allowances Exemp O	tion for Military Spouse

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

Regional		+ Add v ^
	+ Add x	
	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?		'What do you want to add?	
12/22/22 🎼	[State Taxes	\sim
		State	
•		Select a value	$^{\vee}$
*) Index panaltics of parium 1 declars that this contificate to the bast of my locau	lodge and heli	isf is true correct and complete	
I agree	heage and bei	er, is true, correct, and complete.	

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".

"When does this change start?	"What do you want to add?
2/22/22	State Taxes 🗸
	State
	DC v
Single v	Select a value v
Time Onton	Format form Data laware Ter
Single v	Select a value v
Withholding Allowances	Domicile state other than the District of Columbia
	Select a value v
Additional Withholding Allowances	State of Residence
	Select a value ~
Allowances	Full time student for state tax exemption
0	Select a value 🗸
Additional Tax Amount	
150	