



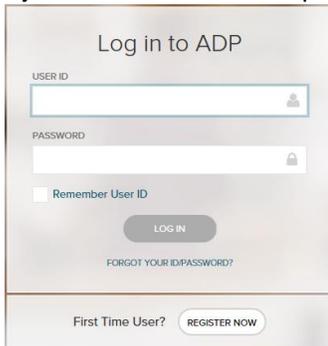
# Updating Federal Tax Withholding and Direct Deposit

MyADP allows you to manage your Federal Tax Withholding and Payroll Direct Deposit online using your mobile device (e.g. smartphone, tablet), personal computer, or work computer.

## Access MyADP

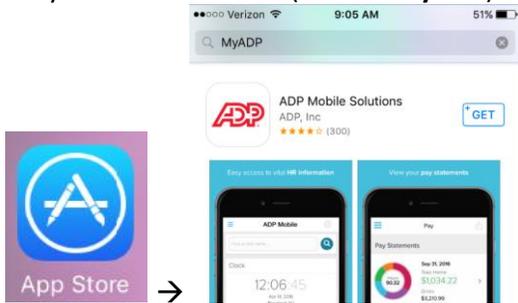
### From web browser on computer/mobile device

1. Visit <https://my.adp.com>
2. Login using your MyADP Username and Password.
  - a. **Users prior to Aug 2017** should have a username of the first initial of your first name and all or part of your last name before @LAITRAM. (Ex: jsmith@LAITRAM; mpoppins@LAITRAM) **Users after Aug 2017** are not required to use this format.
3. If you are new to MyADP, you will need to register as a new user. Instructions on how to register may be found in the **Payroll** section of the company intranet.



### From the MyADP mobile application

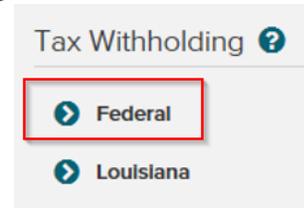
1. Download the MyADP mobile application from the App Store for your mobile device. (Search: **MyADP**)



2. Existing Users may login to the mobile app using your MyADP Username and Password.

## Updating Your Tax Withholding

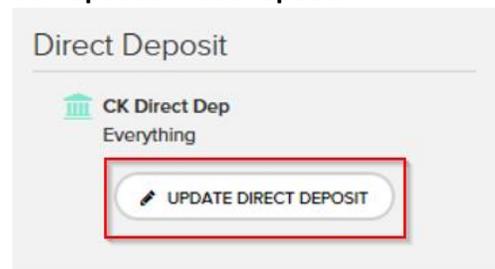
1. Login to MyADP and click on the **Pay** tab.
2. Scroll to the bottom of the **Pay** window and select **Tax Withholding > Federal**.



3. Update your **Federal** tax withholding by responding to the questions presented.
4. You cannot update your **State** tax withholding online. Please visit the **Payroll** section of the company intranet or contact HR for a State Tax withholding form. Return the form to HR when complete.

## Updating Your Direct Deposit

1. Login to MyADP and click on the **Pay** tab.
2. Scroll to the bottom of the **Pay** window and select **Direct Deposit > Update Direct Deposit**.



3. You may add or remove bank accounts.
4. To add a new account, you will need to provide your bank account's **Routing Number** and **Account Number**.

### CRITICAL NOTES

1. Verify your bank account number thoroughly to ensure it is accurate. Providing an incorrect account number may result in delays due to failed payment, or payment submitted to an incorrect account.
2. It is **strongly recommended** that you wait 1-2 pay periods to ensure your pay is passing into your new bank account before closing an old account if at all possible.