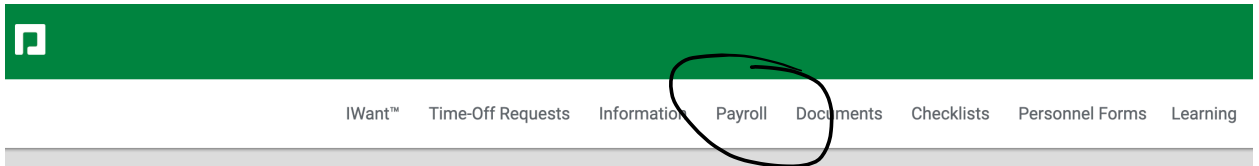


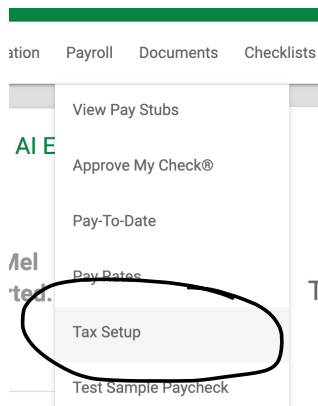
1. Fill Out Tax Exempt form on Arch FMS Website. (Link Below)

<https://hipaa.jotform.com/sign/250678484190061/invite/01jnnygbqv80a8d439d35f8cb1>

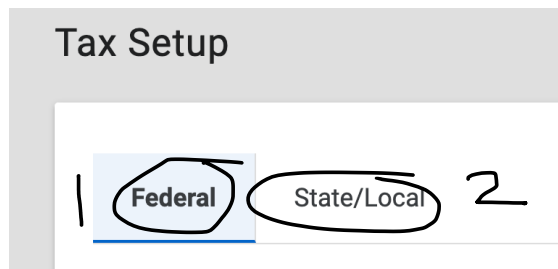
2. Login to Paycom at <https://www.paycomonline.net/v4/ee/web.php/app>
3. Hover over “Payroll” on the white ribbon on top of page



4. Click Tax Setup



5. Follow the step below for both Federal & State / Local (When you finish Federal click State / Local at top of page)



6. Click the Box next to Exempt and Click Sign and Update. Do this for federal and state.

A screenshot of the 'Tax Setup' form. The form shows a dollar amount of \$ 0.00. There are two checkboxes: 'Exempt' (checked) and 'Non-Resident Alien' (unchecked). At the bottom, there are two buttons: 'Cancel' and 'Sign And Update'.