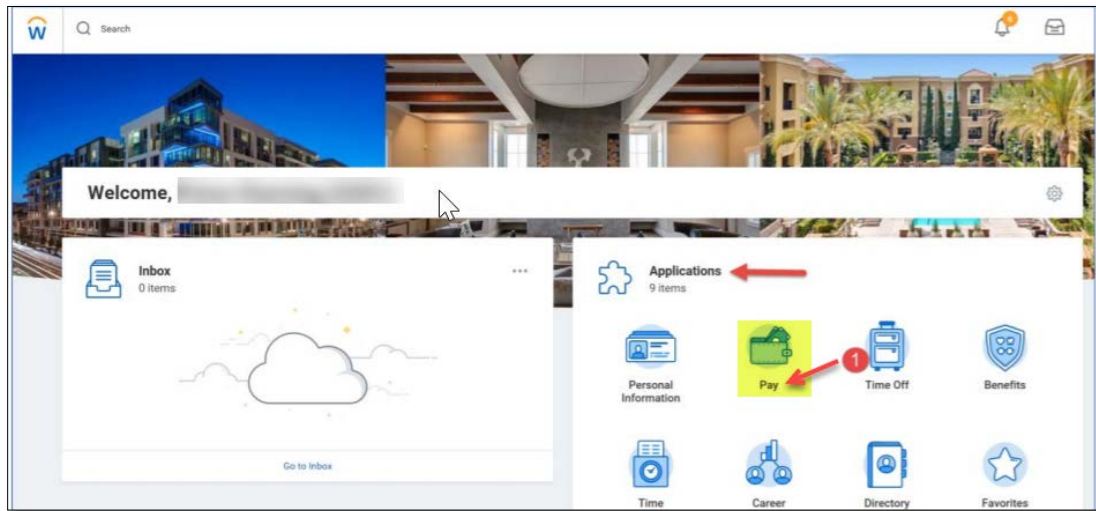


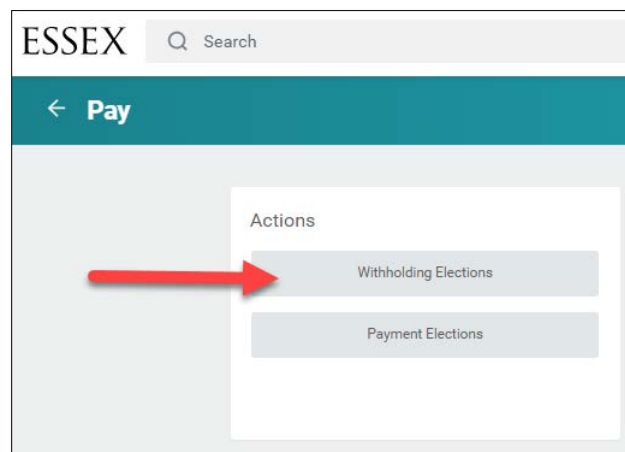
Company Policy: Required upon New Hire. If incomplete, Taxes will default to Federal and State mandated set-up of withholding.

How to enter or update your Federal and State Tax Withholding in Workday:

1. Select the Workday icon on OKTA. From the home page in Workday, select “Pay” from Applications.



2. Under Actions, select “Withholding Elections”.



3. For New Hires, a separate initial set-up process would have been a requirement. Once you have already established an initial tax set-up you will be prompted with your current Federal Election for review. Simply select “Update” to make changes.

ESSEX Search

Withholding Elections

Home Address [Redacted]

Social Security Number XXX-XX-XXXX

Federal Elections State Elections Local Elections Tax Allocations

Company Essex Property Trust, Inc.

Effective Date 07/13/2021

Lock In Letter

Payroll Withholding Status Single or Married filing separately

Multiple Jobs or Spouse Works

Total Dependent Amount 0.00

Other Income 0.00

Deductions 0.00

Extra Withholding 0.00

Exempt

Nonresident Alien

Last Updated 07/13/2021 11:51:58.455 AM

Last Updated By [Redacted]

Update

4. A statement about FEDERAL EXEMPTION will be displayed for you to review. If everything looks correct, select "OK".

ESSEX Search

Complete Federal Elections

If you claim **EXEMPT** on your federal/state tax withholding form, it means that no taxes will be taken out of your paycheck throughout the year to cover what you may owe to the IRS/state tax agencies.

Worker [Redacted]

Company Essex Property Trust, Inc.

Effective Date 07/22/2021

OK

Workday Job Aid – How to Enter and Update your Tax Withholdings

5. Similar to completing a paper W-4 Form, simply go through Step by Step, and ensure all required fields with an asterisk (*) are completed. Agree, and select “OK”.

W-4 Data

[View Blank Form](#)

Step 1:

Marital Status *

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, when to use the estimator at www.irs.gov/W4App, 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) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4), or

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or

(c) If there are only two jobs total, you may check the box above. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld.

TIP: To be accurate, submit a 2021 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

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 Dependents

If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Number of Qualifying Children Under Age 17

Total Amount for Qualifying Children

Number of Other Dependents

Total Amount for Other Dependents

Calculated Total Dependent Amount

Override Total Dependent Amount

Step 4 (optional):

Other Adjustments

(a) Other Income (not from jobs)

Other Income (not from jobs): If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income.

(b) Deductions

Deductions: If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here.

(c) Extra Withholding

Extra Withholding: Enter any additional tax you want withheld each pay period.

Exempt

Exempt: You had no federal income tax liability in 2020 and you expect to have no federal income tax liability in 2021. Note: By checking the Exempt box you will have no federal taxes withheld.

Nonresident Alien

Nonresident Alien: If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Step 5:

Legal Notice Your Name and Password are considered as your "Electronic Signature" and will serve as your confirmation of the accuracy of the information being submitted. When you click in the "I Agree" checkbox, you are certifying that:

1. Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.
2. You understand that your payroll tax withholding election is a legal and binding transaction.
3. You understand that all submissions are contingent upon acceptance by your Payroll representative.

If you do not wish to use the electronic signature option, print a paper copy of the form. The form is not valid without a signature.

I Agree *

REMINDER: Payroll cannot give tax advice. Questions regarding any tax impact on your check should be directed to a Tax Accountant, or simply use the IRS estimator at www.irs.gov/W4App

Workday Job Aid – How to Enter and Update your Tax Withholdings

6. If all required fields were completed, a confirmation will be provided to you.

The screenshot shows a confirmation page titled "You have submitted" for a "Federal Tax Election". A green checkmark icon with the text "Process Successfully Completed" is highlighted with a red box and a red arrow. Below this is a link for "Details and Process". On the right, there is a "Do Another" section with links for "Add Federal Withholding Elections" and "Complete Federal Withholding Elections".

7. For Washington, there is NO STATE TAX.

8. For California, simply do another Withholding Elections process and this time select "State Elections", then "Update".

The screenshot shows the "Withholding Elections" page for California. The "State Elections" tab is selected and circled in yellow. Below the tabs, the "Home State" and "Work State" are both set to "California". The "Company" is "Essex Property Trust, Inc.". Under "State Withholding", there is a table with one row of data for California Withholding. A red arrow points to the "Update" button at the bottom left of the table.

State WH Election	Effective Date	Marital Status	Number of Allowances	Estimated Deductions	Additional Amount	Lock In Letter	Exempt	MSRR Exempt	Domicile State	No Wage/No Tax	Last Updated	Last Updated By
Q	05/18/2021	Single or Married (with two or more incomes)	0	0	0.00	No	No	No		No	05/18/2021 10:32:06 233 AM	

9. Similar to the Federal Tax Withholding, a statement about STATE EXEMPTION will be displayed for your information. If everything looks correct, select "OK".

The screenshot shows the "Complete State and Local Withholding Elections" page. It includes a notice about claiming EXEMPT on tax forms. Below the notice, there are dropdown menus for "Company" (Essex Property Trust, Inc.), "Effective Date" (07/13/2021), and "State" (California).

Workday Job Aid – How to Enter and Update your Tax Withholdings

10. The State of California’s Tax Withholding form is called the “DE-4”. Simply go through the requirements, and if you Agree, select “OK” to update your California State Tax Withholding.

California DE-4 Data

View Blank Form

Filing Status Single or Married (with two or more incomes)

Number of Allowances

Estimated Deductions

Additional Amount

Exempt

Military Spouse Exemption

Legal Notice
Your Name and Password are considered as your "Electronic Signature" and will serve as your confirmation of the accuracy of the information being submitted. When you click in the "I Agree" checkbox, you are certifying that:
1. Under penalties of perjury, you declare that you have examined this certificate and to the best of your knowledge and belief, it is true, correct, and complete.
2. You understand that your payroll tax withholding election is a legal and binding transaction.
3. You understand that all submissions are contingent upon acceptance by your Payroll representative.
If you do not wish to use the electronic signature option, print a paper copy of the form.
The form is not valid without a signature.
Under the penalties of perjury, I certify that the number of withholding allowances claimed on this certificate does not exceed the number to which I am entitled or, if claiming exemption from withholding, that I am entitled to claim the exempt status.

I Agree

OK Cancel

REMINDER: Payroll cannot give tax advice. Questions regarding any tax impact on your check should be directed to a professional Tax Accountant.

11. If all required fields were completed, a confirmation will be provided to you.

ESSEX Search

You have submitted State Tax Election: [redacted]

Process Successfully Completed

Do Another
Complete State and Local Withholding Elections

> **Details and Process**