

Income Tax Withholding Instructions

State Tax Withholding:

If you move to another state, you **MUST** submit a new state tax withholding form. If you live in one state and work in another, you may be required to complete an additional form for non-resident employees. If you move to a state with **NO** state income tax, you still must notify Payroll Services by e-mail or letter to stop any state tax withholding.

Changes to your state tax withholding cannot be completed online. Instead, you **MUST** submit a paper or scanned form to Payroll Services as directed below. **To obtain a state withholding form, [Click Here.](#)**

Note that in certain states a federal tax withholding (W-4) form is acceptable; however, the name of the state **MUST** be indicated on the top of the form.

Federal Tax Withholding:

You may change your federal tax withholding online, or submit a W-4 form to Payroll Services as shown below. To change your withholding online, log on to oxylink.oxy.com and select **Employee Self Service > My Payroll > Tax Withholding and W-2 > Federal Tax Withholding Setup**, and follow the online instructions. **Alternatively, to obtain a federal tax withholding form, [Click Here.](#)**

Submission of Withholding Elections:

Withholding elections and change requests will be **effective the next available pay period**. Payroll Services does not process forms retroactively, nor do they refund taxes if withholding changes are not submitted in a timely manner. If adjustments are needed, or if you are unsure whether a new withholding form is required, consult your tax advisor.

Send your completed and signed state and/or federal withholding forms to:

- **Payroll Services**
Occidental Petroleum Corporation
5 Greenway Plaza, Suite 110
Houston, TX 77046
- Or scanned forms may be sent via e-mail to:
PayrollOpsTeam-US@oxy.com