## QUICK START GUIDE

1. Navigate to the **Employee Self-Service (ESS)** web page.\* Click the **My W-4** link under the blue My Taxes banner.

\* If accessing ESS remotely, you must first securely log in to the MCPS network via Windows Virtual Desktop (WVD), Terminal Services Gateway (TSGateway), or the Virtual Private Network (VPN). Log in to your MCPS Google account (@mcpsmd.net account) to see the MCPS Remote Access Support Guide.

#### 🚺 My Pay

- Salary increases (FY 2020)
- My salary information
- My salary history
- My ePaystub Help
- My ePaystubs prior to April 29, 2016
- My direct deposit

#### **My Retirement**

- PenPoint
- Retirement planning
- Retirement savings plans

My Taxes
 My W-2s More
 My 1095-Cs
 My W-4 More

\*Unless otherwise indicated, the Employee Self-Service system is unavailable for system maintenance from 1:00-1:30 a.m. Saturdays
through Thursdays and from 10:00-10:30 p.m. on Fridays.

2. Sign in using your MCPS username and password.

Montgomery County Public Schools
Sign in with your MCPS Username and Password
- Sign in

## QUICK START GUIDE

- 3. At the Tax Withholding screen, change your income tax withholding allowances by clicking the arrow to the left of the federal or state withholdings choice. This is done one tax withholding type (federal or state) at a time.
- 4. For Federal tax withholdings, enter the following information
  - a. Indicate your filing status by clicking in the appropriate circle.
  - b. Check the box, if applicable to your situation. If this step does not apply to you, leave the box empty.
  - c. Claim Dependents—If applicable, follow the onscreen instructions to calculate the amount you may claim for dependents. Otherwise, leave blank.

Should you decide to delete this amount later, you will need to type **0.0** in the space, then click **Continue**.

d. Other Adjustments *(optional)*—Complete Step 4: Parts A-C, if applicable to your situation. Otherwise, leave these sections blank.

• To change y • Any change • If you are a • If a you are	S your income tax withholding allowances, please click is you make will be effective immediately and reflect new employee, you can update your tax withholding a referee working in a temporary position with MCPS	on the arrow next t d in your pay withi s after your first du , the tax withholdin	o the federal and state withho none to two pay periods. y day. g changes you make here will	oldings. I not be sent to Maryland State I	Retirement Agency or Aetna	3.	
You have to	file appropriate forms with state and Aetna separate Description	ly.	Marital Status	Exemptions	Exempt	Additional Exemptions	Additional Amount
<b>&gt;</b> →	Federal Withholding Tax		Married	0	No	0	
<b>→</b>	Maryland Tax		Married	0	No	0	
Back to	o Main						
Tax Withholdi	ing						
V-4 Form Form W-4 Department of the Internal Revenue	s Treasury Service			EI Complete Form	mployee's Withholdir n W-4 so that your employer can w Give Form W-4	ng Allowance Certificate Hibbold the correct federal income tax from you to your employer.	CMB No. 1545-0074
	(a) First name and middle initial			Last	Your withholding is su t name	ubject to review by the IRS. (b) 50	icial security number
Step 1:	Readwert					Doe ensure www.s	s your name match the name on your social security card? If r you get credit for your earnings, contact SSA at 800-772-1213 or sa gov.
Complete Steps Step 2: Multiple Jobs or Spouse	Married Hing jointy (or Cashifying without(or))     Head of Hoopenhold (Deck only if you're urmanied and op     24 OKLY If Hony apply to you; otherwise, citick the Continue bat     Compliant His shap if you (1) hind mere than one joint at lams: or (     Co only one of the Monitor)     (4) Use the subject of the Monitory     (4) Use the subject bath Without on pages 2 and enter the musi	ry more than half the cost on at the bottom of the ) are married filing jointly sholding for this step (and t in Step 4(c) below for ro	s of keeping up a home for yourself and screeen to complete the changes. and your spouse also works. The come Steps 3–41; or gifty accurate withholding, or	In qualifying individual.) clamount of withholding depends on incor	ne earned from all of these jobs.		
Complete Steps	(c) If there are only two jobs total, you may check this box. Do the TIP: To be accurate, submit a 2020 Form W-4 for all other jobs. If y a 3 through 4(b) on Form W-4 for only ONE of these jobs. Leave the s 3 through 4(b).	ame on Form W-4 for the ou (or your spouse) have ose steps blank for the of	other job. This option is accurate for jo self-employment income, including as a ser jobs. (Your withholding will be most	bs with similar pay, otherwise, more tax th an independent contractor, use the estimat accurate if you complete Steps 3-4(b) on t	an necessary may be withheld tor. the Form W-4 for the highest paying j	ob)	
	If your income will be \$200,000 or less (\$400,000 or less if menied fi	ling jointly):					
Step 3: Claim	Multiply the number of qualifying children under age 17 by \$2,000		>s o 🧹 🧲	-			
Dependents	Multiply the number of other dependents by \$500		>s ₀ ←	-			
	Add the amounts above and enter the total here						→ <sup>33</sup>
Step 4	(a) Other income (not from jobs). If you want tax withheld for othe	r income you expect this ;	ear that won't have withholding, enter t	he amount of other income here. This may	r include interest, dividends, and retin	ement income.	
(optional): Other Adjustments	(b) Deductions. If you expect to claim deductions other than the sta	indard deduction and war	t to reduce your withholding, use the De	eductions Worksheet on page 3 and enter	the result here.		
Adjustments	(c) Extra withholding. Enter any additional tax you want withheld e	sch pay period.					
You may claim ex (1) your total tao (2) you were not when you file To claim exemptio To claim "EXEM	controls the main additional program of the set of the following the set of	nditions you had no feder the sum of lines 18a, 18b, exhibit for your comect fill by writing "Exampt" on Fi u will need to submit a r d belief, is true, correct, a	al income tax fability in 2019 and you es and 18b), or go status. If you claim exemption, you as your W-4 in the space below Step 4(o). 1 ww Form W24, print and sign it, and s of complete.	opect to have no federal income tax lability all have no income tax withheld from your j here, complete Steps 1(a), 1(b), and 5. Do submit it to the Employee and Retiree S	y in 2020. You had no federal income psychick and may over taxes and pe not complete any other steps. ervice Center (ERSC) by February	tar labiliy in 2019 / natiles 56, 2021.	Cotton Back Proc 199
Under penalties of							CORR FILL WE
Under penalties o							

MCPS

# QUICK START GUIDE

For both the federal and state tax withholdings forms, your name, your home address, and the last four digits of your Social Security number will be placed automatically into the form.

If you claim exemption from withholding and meet the two stated conditions for eligibility, print your W-4 and send it to ERSC.

5. Once you have entered all of the items listed above that apply to you, click **Continue** to proceed to the next screen.

Note: You can print this screen to retain a hard copy of your tax withholding information.

If you have a lock placed on your taxes by the Internal Revenue Service (IRS), you will not be able to make changes to this screen or elsewhere in this form because the IRS is now making these selections for you.

6. You will notice a popup alert in the center of the of the W-4 screen that prompts you to update your W-4. Confirm and verify the changes to your W-4 tax deductions. Click the **Update** button to proceed.

Your changes are not saved until you click Update.



QUICK START GUIDE

7. You are then returned to the original W-4 Tax Withholding screen to enable you to proceed with entering your state tax withholdng changes.

To change yi     Any change:     If you are a r     You have to r	xir income tax withholding allowances, please click or you make will be effective immediately and reflected everencipyee, you can update your tax withholdings retiree working in a temporary position with MCPs is appropriate forms with state and Aetha separately	n the arrow next to the federal and state withhol in your pay within one to two pay periods, after your first duty day, he tax withholding changes you make here will	dings. not be sent to Maryland State R	tirement Agency or Aetna.		
	Description	Hatal Satus	Exemptions	Exempt	Additional Exemptions	Additional Amount
$\rightarrow$	Federal Withholding Tax	Married	0	No	0	

8. The system will automatically provide the state of your residency when you click on the arrow to the left of the listed state. From the dropdown menu, choose your marital status, number of exemptions, and any additional state tax amount you wish to have withheld from your pay. Click **Continue** to proceed.

Tax Withholding	
Maryland Tax Required fields are indicated.	
Residency	Resident 👻 🗲
Status *	Married 💌 🧲
Exemptions	•
Additional Amount	
$\rightarrow$	Continue Back
•	
o claim "EXEMPT" from tax wit nt and sign it, and submit it to t	hholdings or to remove the "EXEMPT" status, please complete the Maryland Form <u>MV507</u> -Employee's Maryland Withholding Exemption Certificate, the Employee and Retiree Service Center (ERSC).
rou are a qualified civilian spou ler completing the form, print ar	te of a U.S. Armed Forces service member, please complete the latest Maryland MM507M from the <u>Comproler of Maryland</u> . Click Search to find the latest form, d sign it, then submit it to ERSC along with a copy of both sides of your civilian spousal military card.

MCPS

QUICK START GUIDE

- 9. Click on **Update** to verify that your state tax withholding changes are correct.
- 10. When you are finished, you will be returned to the Tax Withholding start screen.
- 11. Once you have completed your changes, a confirmation email will be sent to your MCPS Outlook email address with a summary of the changes.



