



Employee & Retiree Service Center

QUICK START GUIDE

My W-4

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](#).*

The screenshot shows the ESS web page with three main navigation banners: My Pay (green), My Retirement (orange), and My Taxes (blue). The My Taxes banner is highlighted with an orange arrow pointing to the 'My W-4 More' link.

- 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** (highlighted with an orange arrow)

*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.

The screenshot shows the MCPS login page with the following elements:

- Montgomery County Public Schools logo
- Sign in with your MCPS Username and Password
- Username input field with an orange arrow pointing to it
- Password input field with an orange arrow pointing to it
- Sign in button with an orange arrow pointing to it



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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.

Description	Marital Status	Exemptions	Exempt	Additional Exemptions	Additional Amount
Federal Withholding Tax	Married	0	No	0	
Maryland Tax	Married	0	No	0	

4. For Federal tax withholdings, enter the following information—

- Indicate your filing status by clicking in the appropriate circle.
- 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.

W-4 Form
Employee's Withholding Allowance Certificate
OMB No. 1545-0046
2020

Step 1: Filing Status
 Single or Married filing separately
 Married filing jointly (or Qualifying widow(er))
 Head of Household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

Step 3: Claim Dependents
 Multiply the number of qualifying children under age 17 by \$2,000.
 Multiply the number of other dependents by \$1,000.

Step 4: Other Adjustments
 (a) Other income (not from jobs)
 (b) Deductions
 (c) Extra withholding





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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.

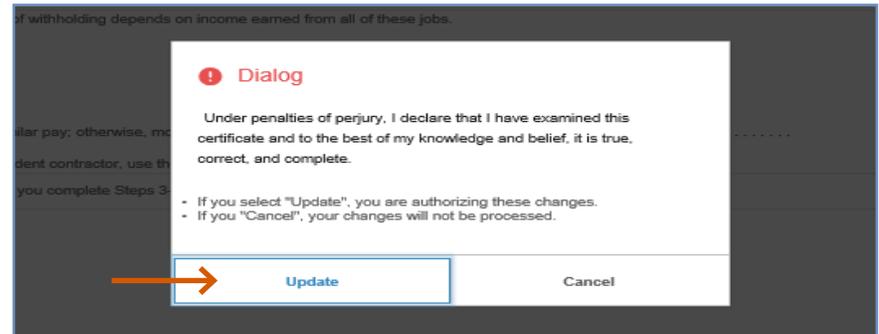
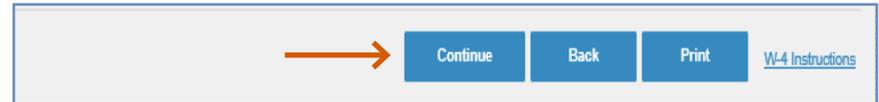
5. Once you have entered all of the items listed above that apply to you, click **Continue** to proceed to the next screen.

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**.*





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

Description	Marital Status	Exemptions	Exempt	Additional Exemptions	Additional Amount
→ Federal Withholding Tax	Married	0	No	0	
→ Maryland 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.

Residency: Resident

Status: Married

Exemptions: 0

Additional Amount:

Continue Back

* To claim "EXEMP" from tax withholdings or to remove the "EXEMP" status, please complete the Maryland Form [MD502](#)-Employee's Maryland Withholding Exemption Certificate, print and sign it, and submit it to the Employee and Retiree Service Center (ERSC).
If you are a qualified civilian spouse of a U.S. Armed Forces service member, please complete the latest Maryland MW507M from the [Comptroller of Maryland](#). Click Search to find the latest form. After completing the form, print and sign it, then submit it to ERSC along with a copy of both sides of your civilian spousal military card.



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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.

