



# Employee & Retiree Service Center

## QUICK START GUIDE

### My W-4 on Mingle

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

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\*\*](#)

\*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 the right
- Password input field with an orange arrow pointing to the right
- Sign in button with an orange arrow pointing to the right



# Employee & Retiree Service Center

## QUICK START GUIDE

### My W-4 on Mingle

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 -

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 these sections blank.

d. (Optional) Other Adjustments - 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. 1545-0074  
2020

Form W-4  
Department of the Treasury  
Internal Revenue Service

Complete Form W-4 so that your employer can withhold the correct federal income tax from you.  
▶ Also file Form W-4 to your employer.  
▶ Your withholding is subject to review by the IRS.

(a) First name and middle initial  
Last name  
(b) Social security number

Address  
City or town, state, and ZIP code

Step 1: Enter Personal Information  
 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.)

Complete Steps 2-4 ONLY if they apply to you; otherwise, click the Continue button at the bottom of the screen to complete the changes.  
Do only one of the following:  
 Step 2: Multiple Jobs or Spouse Works  
 (a) Use the estimator at [www.irs.gov/W4App](http://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 this box. 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 2020 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 through 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(c) on the Form W-4 for the highest paying job.)  
If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Step 3: Claim Dependents  
 Multiply the number of qualifying children under age 17 by \$2,000 ..... \$ 0  
 Multiply the number of other dependents by \$500 ..... \$ 0  
 Add the amounts above and enter the total here ..... \$ 0

Step 4 (optional): Other Adjustments  
 (a) Other income (net 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. 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. Enter any additional tax you want withheld each pay period.

You may claim exemption from withholding for 2020 if you meet both of the following conditions: you had no federal income tax liability in 2019 and you expect to have no federal income tax liability in 2020. You had no federal income tax liability in 2019 if (1) your total tax on the 1040 or 1040-SR is zero (or less than the sum of lines 10a, 10b, and 10c); or (2) you were not required to file a return because your income was below the filing threshold for your correct filing status. If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file your 2020 tax return.  
To claim exemption from withholding, certify that you meet both of the conditions above by writing "EXEMPT" on Form W-4 in the space below Step 4(c). Then, complete Steps 1(a), 1(b), and 5. Do not complete any other steps.  
To claim "EXEMPT" from tax withholdings or to remove the "EXEMPT" status, you will need to submit a new Form W-4, print and sign it, and submit it to the Employee and Retiree Service Center (ERSC) by February 16, 2021.  
Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

Continue Back Print W-4 instructions





# Employee & Retiree Service Center

## QUICK START GUIDE

### My W-4 on Mingle

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 for 2020, and you meet the two stated conditions for eligibility, print your W-4 and send it to ERSC.

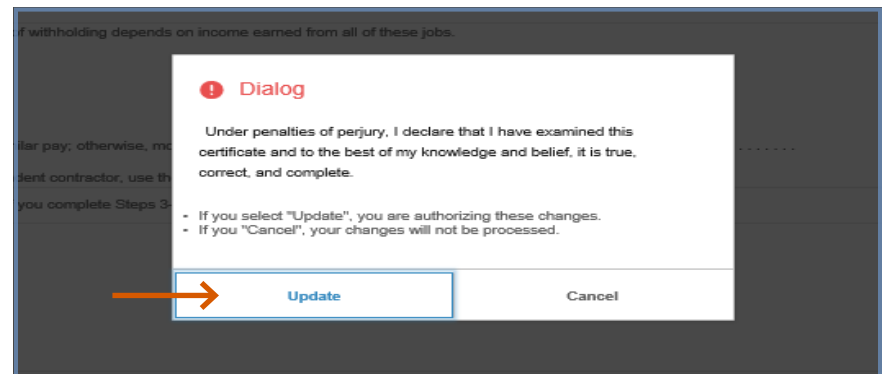
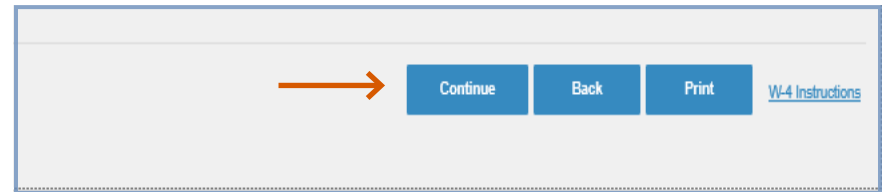
5. Once you have entered all items listed above that apply to you, Click the **Continue** button to proceed to the next screen.

*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 hit update.*





# Employee & Retiree Service Center

## QUICK START GUIDE

### My W-4 on Mingle

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: [input field]

Continue Back

\* To claim "EXEMPT" from tax withholdings or to remove the "EXEMPT" status, please complete the Maryland Form MW507-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.



# Employee & Retiree Service Center

## QUICK START GUIDE

### My W-4 on Mingle

9. Click on the Update button to verify 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.

