Federal W-4 Tax Withholding Instructions

Using Internet Explorer

Log in to the PeopleSoft Portal via the district Website. Click on the EMPLOYEES link in the top menu bar. In the EMPLOYEES menu on the left click on MYSDCCD PORTAL. Log in using your User ID and Password.

Click on **Employee Dashboard** to access Self Service tiles. Select **My Pay** from the Employee Dashboard, then click on the **Tax Withholding** tile.

This enables you to view your current tax elections and change either your Federal W-4 (Employee's Withholding Certificate) or your California DE-4 (Employee's Withholding Allowance Certificate) form.

To update your federal taxes, click on the Federal Withholdings Detail.

Tax Withholding

Company San Diego Comm College Dist
Status Active

Form Type	Jurisdiction	Withholding Details		
Federal	Federal	Tax Status Married Other Income 0.00 Extra Withholding 0.00	Dependent Amount 2000.00 Deductions 0.00 Other	>
State	California	Tax Status Married Additional Amount 0.00 Additional Percentage	Withholding Allowances 3 Additional Allowances Other	>

You will get a pop up screen for the Federal Tax Withholding Forms. Click on the Federal Withholding Allowance Certificate.

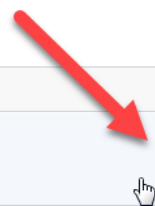**Federal Tax Withholding Forms**   ⊗

Company San Diego Comm College Dist

You must complete Form W-4 so the Payroll Department can calculate the correct amount of tax to withhold from your pay. Federal income tax is withheld from your wages based on the marital status and your entries for steps 2 through 4 on Form W-4. You may also specify that an additional dollar amount of tax be withheld. You can file a new Form W-4 any time your tax situation changes and you choose to have more, or less, tax withheld.

You can make changes online using the downloaded updatable PDF form and submit the changes for processing by your payroll department. Be sure to print or save a copy of the completed form for your records.

Updateable Forms

Form Description	
Federal Withholding Allowance Certificate	>

You will get another pop up warning. Read the warning and click ok. **NOTE:** As a precautionary measure, you should not update your tax forms on a public computer.

WARNING
The system will download to your computer a copy of the tax form which contains personal information.
You should only continue if you are using a trusted and secure computer.
You should not continue if you are using a shared computer or public computer (such as those in a library or internet café); doing this could leave your personal information vulnerable.
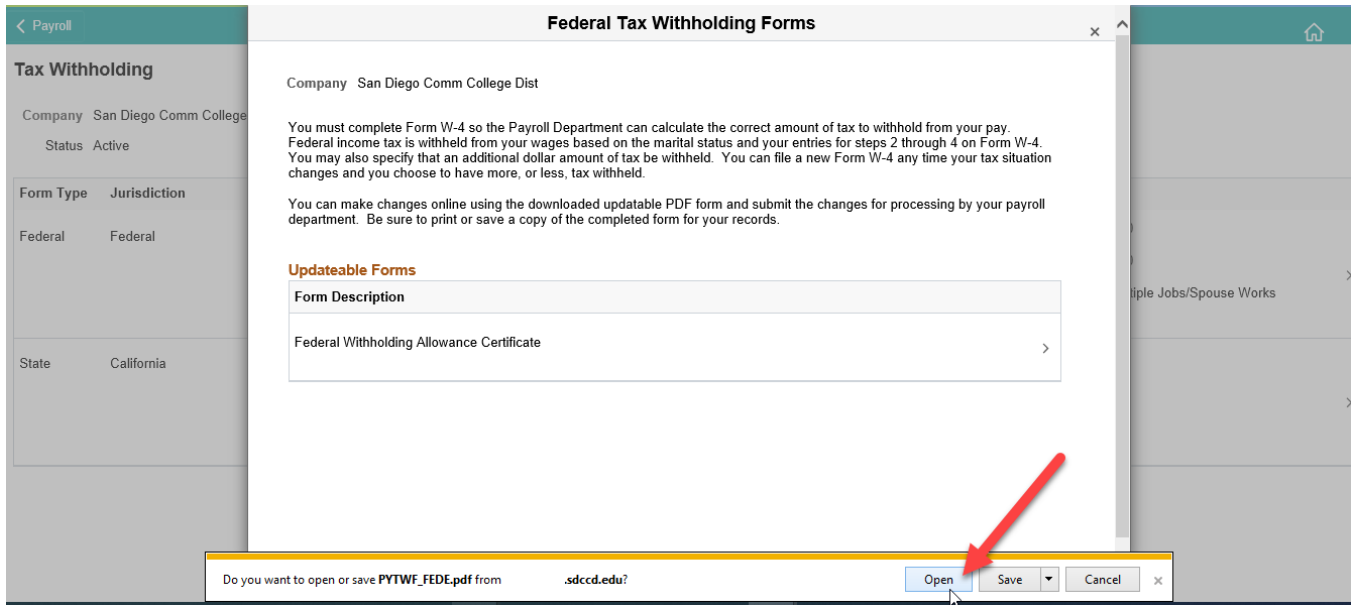
OK   Cancel

VERY IMPORTANT-FOLLOW INSTRUCTIONS CLOSELY
Failure to do so will result in your form NOT being submitted.

Click open. An Internet Explorere Security window will appear, click allow

Your name, address, and social security number will be pre-populated.
- If your address is inaccurate, update through Employee Self Service.
- If your name is inaccurate, contact the Benefits' Office at the Human Resources District Office.

IMPORTANT: Name must match what is on your social security card. If it does not match, contact the Social Security Administration and/or verify it is accurate within the PeopleSoft system.

Form **W-4**	**Employee's Withholding Certificate**	OMB No. 1545-0074
(Rev. December 2020) Department of the Treasury Internal Revenue Service	► Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. ► Give Form W-4 to your employer. ► Your withholding is subject to review by the IRS.	20**21**

Step 1: Enter Personal Information

(a) First name and middle initial	Last name	(b) Social security number
Mickey	Mouse	111-11-1111

Address
1234 Disneyland Way

City or town, state, and ZIP code
San Diego, CA 92

► Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov.

(c) ☐ 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, 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**

Complete the W-4 the same way you would a paper form.

- Make an election in Step 1 (C) (required).
- Complete Steps 2–4 ONLY if they apply to you.
- Once complete, click on Submit.

Step 5: Sign Here

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

Mickey Mouse

11/11/2021

► Employee's signature (This form is not valid unless you sign it.)

Date

Employers Only

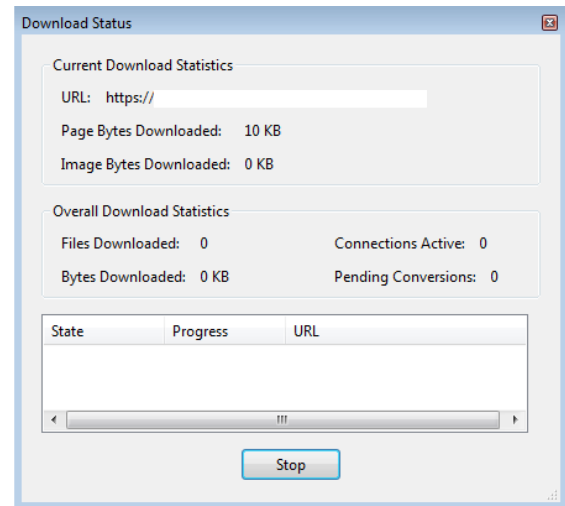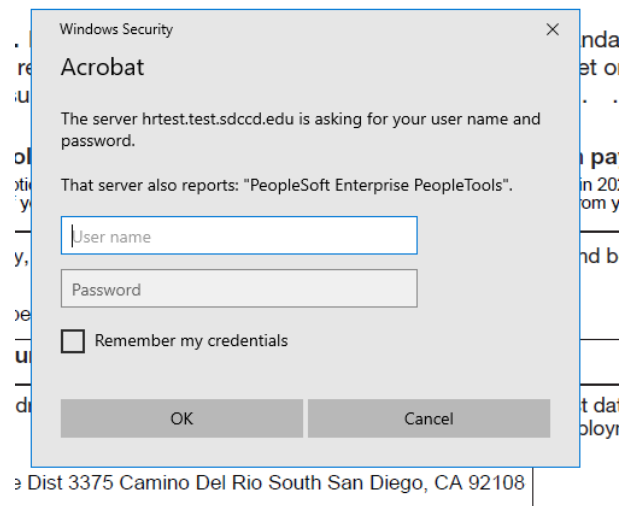| Employer's name and address	First date of employment	Employer identification number (EIN)
San Diego Comm College Dist 3375 Camino Del Rio South San Diego, CA 92108		952644299

For Privacy Act and Paperwork Reduction Act Notice, see page 3.   Cat. No. 10220Q   Form **W-4** (2021)

Submit

Upon clicking on submit, you will get a pop up to recertify your credentials. Use the same username and password you login to PeopleSoft with, and then click ok. Upon clicking on OK, you will get a pop up. **Do not** click on stop. Let the process run. Once the porcess is complete, the pop up will go away.

You will get a confirmation that the changes you have made were successfully submitted. Close the confirmation document, you may save it for your records if you choose however, saving is not required. Close the Adobe PDF Withholding Form, you may save for your records if you choose, however, saving is not required.

The changes you have made to your Employee Withholding Allowance Certificate have been successfully submitted on 2021-11-11.

Please be advised when you close this document the original PDF document remains open for your reference. To exit the application process, you will need to close both the original and the updated PDF documents.

To verify your changes have been made, go back to the Employee Dashboard. Click on **My Pay**, this will bring up your Payroll tiles. Click on the **Tax Withholding** tile. This enables you to view your current tax elections and confirm that the changes you made were successful.

Form Type	Jurisdiction	Withholding Details			
Federal	Federal	Tax Status Married		Dependent Amount 2000.00	
		Other Income 0.00		Deductions 0.00	>
		Extra Withholding 0.00		Other	
State	California	Tax Status Married		Withholding Allowances 3	
		Additional Amount 0.00		Additional Allowances	>
		Additional Percentage		Other	

Company San Diego Comm College Dist
Status Active

Federal W-4

California DE-4