

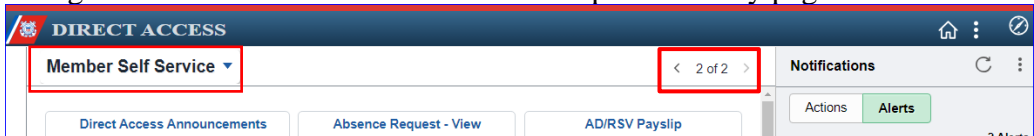
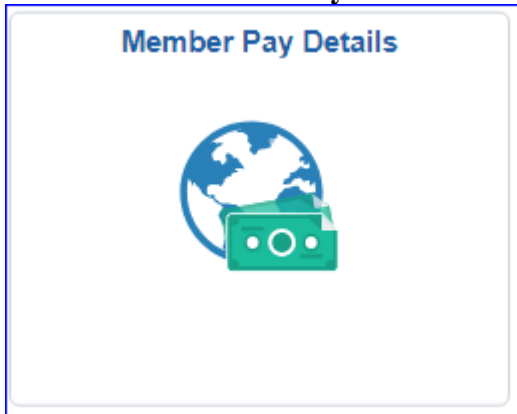
Federal Tax Election

Introduction This guide provides the procedures for changing your Federal Tax election in Direct Access (DA).

Information

- Please see the IRS's Frequently Asked Questions (FAQ) for additional information:
<https://www.irs.gov/newsroom/faqs-on-the-2020-form-w-4>.
- Members, who meet the conditions for an exemption from FITW, must submit a signed [IRS form W-4](#) to the their SPO, per IRS requirements. **Members claiming exemption from federal withholding must file a new IRS Form W-4 each year by 15 February.**
- See [State Tax Withholding Exceptions](#) (rule 4) for special rules if you are a resident of Puerto Rico (PR).









Procedures See below.

Step	Action
1	<p>Navigate to Member Self Service via the drop-down or by page arrows.</p> 
2	<p>Click on the Member Pay Details tile.</p> 

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Procedures,
continued

Step	Action
3	<p>Select the W-4 Tax Information option.</p> <div><div> AD/RSV Payslips</div><div> ACA Forms</div><div> Allotments</div><div> Direct Deposit</div><div> Open Debts</div><div> Thrift Savings Plan</div><div> W2/W2C Forms</div><div> W-4 Tax Information</div></div>

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Procedures,
continued

Step	Action
4	<p>The W-4 Employee's Withholding Certificate page will display. There are 5 steps that require review/completion before changes may be submitted.</p> <p>Step 1: Personal Information –</p> <ul style="list-style-type: none"> • Ensure the Mailing Address is correct. If not, see the Home and Mailing Addresses user guide to update the mailing address. • Select the appropriate Filing Status. <div> <p>W-4 Employee's Withholding Certificate</p> <p>Dwight K. Shrute UNITED STATES COAST GUARD Social Security Number 123-45-6789</p> <p>Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Your withholding is subject to review by the IRS. Official Form W-4</p> <p>Step 1: Personal Information</p> <p>Mailing Address</p> <p>1725 Slough Ave Scranton, PA 18503</p> <p>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</p> <p>Filing Status</p> <p><input checked="" type="radio"/> Single or Married filing separately <input type="radio"/> Married filing jointly (or Qualifying widow(er)) <input type="radio"/> Head of household (Select only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualified individual)</p> </div>

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Federal Tax Election, Continued

Procedures,
continued

Step	Action
5	<p>Step 2: Multiple Jobs or Spouse Works – Check the box as appropriate.</p> <p>NOTE: Check this box if you (1) have more than one job at the same time and/or (2) are married, filing jointly and you and your spouse both work.</p> <div style="border: 1px solid blue; padding: 10px;"> <p>Step 2: Multiple Jobs or Spouse Works</p> <p>▶ Step 2 Instructions</p> <p><input checked="" type="checkbox"/> Multiple Jobs or Spouse Works</p> </div>
6	<p>Step 3: Claim Dependents –</p> <ul style="list-style-type: none"> • Multiply the number of qualifying dependents under the age of 17 by \$2,000 and enter the dollar amount (whole number only with no decimal, i.e. 2000, 4000, etc.). • Multiply the number of other qualifying dependents by \$500 and enter the dollar amount (whole number only with no decimal, i.e. 500, 1000, etc.). • Enter any Other tax credits, such as education tax credits and foreign tax credit (whole number only with no decimal). <p>NOTE: For more information on eligibility requirements for tax credits, see Child Tax Credit and Credit for Other Dependents.</p> <div style="border: 1px solid blue; padding: 10px;"> <p>Step 3: Claim Dependents</p> <p>▶ Step 3 Instructions</p> <p>If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):</p> <p>Multiply the number of qualifying children under age 17 by \$2,000 </p> <p>Multiply the number of other dependents by \$500 </p> <p>Other tax credits </p> <p style="text-align: right;">Total</p> </div>

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Federal Tax Election, Continued

Procedures,
continued

Step	Action
7	<p>Step 4: Other Adjustments –</p> <ul style="list-style-type: none"> • (a) Other Income (NOT FROM OTHER JOBS) – this should be the total of your other estimated income for the year, if any (whole number only with no decimal). See NOTE. • (b) Deductions – if you expect to claim deductions other than the basic standard deduction and want to reduce your tax withholding to account for these, enter the amount here (Page 3, Line 5 of 2020 W-4). • (c) Extra Withholding – Enter in this step any additional tax you want withheld from your pay each pay period. <p>NOTE: Do <u>NOT</u> enter income from other jobs where that income is already taxed. For more information on taxable income and extra withholdings, see IRS Pub. 505: Tax Withholding and Estimated Tax guide.</p> <div data-bbox="336 936 1369 1216"> <p>Step 4: Other Adjustments</p> <p>▶ Step 4 Instructions</p> <p>a) Other Income <input type="text"/></p> <p>b) Deductions <input type="text"/></p> <p>c) Extra Withholding <input type="text"/></p> </div>
8	<p>Step 5: Exemption from Withholding – Ensure all the information entered is correct and click Submit.</p> <p>WARNING: If the <u>Check if you meet both conditions and are claiming Exemption from Withholding box</u> is checked, NO FEDERAL TAXES WILL BE WITHHELD. You must meet the Exemption Conditions.</p> <div data-bbox="336 1473 1369 1821"> <p>Step 5: Exemption from Withholding</p> <p>You may claim exemption from withholding for <input type="text" value="2020"/> if you meet both of the following conditions:</p> <p>Exemption Conditions</p> <ul style="list-style-type: none"> • Last year I had no federal income tax liability and • This year I expect to have no federal income tax liability <p><input type="checkbox"/> Check if you meet both conditions and are claiming Exemption from Withholding</p> <p>If claiming Exemption from Withholding complete only Steps 1 and 5. Do not complete any other steps on Form W-4</p> <p><input type="button" value="Submit"/> Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete</p> </div>

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Federal Tax Election, Continued

Procedures, continued

Step	Action
9	<p>A verification message will display. Enter your DA Password and click Continue.</p> <div><p>Help</p><p>Verify Identity</p><p>To protect your privacy, verify your identity by typing your password. If you are not this user, click Cancel.</p><p>User ID: 1234567</p><p>Password: <input type="password"/></p><p><input type="button" value="Continue"/> <input type="button" value="Cancel"/></p></div>
10	<p>A confirmation message will display. Click OK.</p> <div><p>Submit Confirmation</p><p><input checked="" type="checkbox"/> The Submit was successful. However, due to timing, your change may not be reflected on the next paycheck.</p><p><input type="button" value="OK"/></p></div>
