Federal Tax Election

Introduction

This guide provides the procedures for a member to change their Federal Tax election in Direct Access (DA).

Please see the IRS’s Frequently Asked Questions (FAQ) for additional information: https://www.irs.gov/newsroom/faqs-on-the-2020-form-w-4.

Procedures

See below.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Select <strong>W-4 Tax Information USA</strong> from the Employee pagelet.</td>
</tr>
</tbody>
</table>

1. Select W-4 Tax Information USA from the Employee pagelet.

2. The W-4 Employee’s Withholding Certificate page will display. There are 5 steps that require review/completion before changes may be submitted.

   **Step 1: Personal Information** –
   • 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.

   **Official Form W-4**

   **Official Form W-4**

   Step 1: Personal Information

   **Mailing Address**

   1725 Stough Ave
   Scranton, PA 18503

   **Filing Status**

   Single or Married filing separately
   Married filing jointly (or Qualifying widow(er))
   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)

Continued on next page
# Federal Tax Election, Continued

## Procedures, continued

<table>
<thead>
<tr>
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</tr>
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</table>
| 3    | Step 2: Multiple Jobs or Spouse Works – Check the box as appropriate.  

**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.  

### Step 2: Multiple Jobs or Spouse Works

- Step 2 Instructions
- Multiple Jobs or Spouse Works

| 4    | Step 3: Claim Dependents –  

- 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).  

**NOTE:** For more information on eligibility requirements for tax credits, see IRS Pub. 972, Child Tax Credit and Credit for Other Dependents.  

### Step 3: Claim Dependents

- Step 3 Instructions

If your income will be $200,000 or less ($400,000 or less if married filing jointly):  

- Multiply the number of qualifying children under age 17 by $2,000  
- Multiply the number of other dependents by $500  
- Other tax credits  

Total  

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Federal Tax Election, Continued

Procedures, continued

<table>
<thead>
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<th>Action</th>
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</table>
| 5    | **Step 4: Other Adjustments** –  
  • (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.  

**NOTE:** Do NOT 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.  

<table>
<thead>
<tr>
<th>Step 4: Other Adjustments</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="#" alt="Section" /></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>a) Other Income</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>b) Deductions</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>c) Extra Withholding</th>
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</table>

| 6    | **Step 5: Exemption from Withholding** – Ensure all the information entered is correct and click Submit.  

**WARNING:** If the Check if you meet both conditions and are claiming Exemption from Withholding box is checked, NO FEDERAL TAXES WILL BE WITHHELD. You must meet the Exemption Conditions.  

<table>
<thead>
<tr>
<th>Step 5: Exemption from Withholding</th>
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<tbody>
<tr>
<td><img src="#" alt="Section" /></td>
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</table>

You may claim exemption from withholding for 2020 if you meet both of the following conditions:  

**Exemption Conditions**  

1. Last year I had no federal income tax liability and  
2. This year I expect to have no federal income tax liability  

Check if you meet both conditions and are claiming Exemption from Withholding If claiming Exemption from Withholding complete only Steps 1 and 5. Do not complete any other steps on Form W-4  

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

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# Federal Tax Election, Continued

## Procedures, continued

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<tbody>
<tr>
<td>7</td>
<td>A verification message will display. Enter your DA <strong>Password</strong> and click <strong>Continue</strong>.</td>
</tr>
</tbody>
</table>

**Verify Identity**

To protect your privacy, verify your identity by typing your password. If you are not this user, click **Cancel**.

- **User ID:** 1234567
- **Password:** [Enter Password]

[Continue] [Cancel]

| 8    | A confirmation message will display. Click **OK**. |

**Submit Confirmation**

- The Submit was successful.
- However, due to timing, your change may not be reflected on the next paycheck.

[OK]