

# Change My Federal & State Tax Information

## Overview

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**Introduction** This guide provides the procedures for **retired military personnel** to update their federal and state tax information in Direct Access (DA).

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**Discussion** This application gives you the ability to update your federal and state tax information.

*Federal Tax Changes:*

- When your retirement account is created, the federal tax information from your active duty account will be used unless specified differently on your DD-2656. If specified differently, your RAS technician will update the information.
- You will be able to update your marital status, number of withholding allowances, and additional withholding amount.
- The minimum amount for federal additional tax withholding is \$1.00 and the maximum is \$2000.00 (whole dollar amounts only).

*State Tax Changes:*

- When your retirement account is created, your state of residence will be based on your mailing address state, unless specified differently on your DD-2656. If specified differently, your RAS technician will update the information.
  - You will be able to update your state of residence for state tax purposes and additional withholding amount. **NOTE:** You will not be allowed to change your state of residence to a state that doesn't have an agreement with the Coast Guard to withhold state taxes.
  - The minimum amount for state additional tax withholding is \$10.00 and the maximum is \$1000.00 (whole dollar amounts only).
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Topic	See Page
<a href="#">Update My Federal Tax Information</a>	2
<a href="#">Update My State Tax Information</a>	8

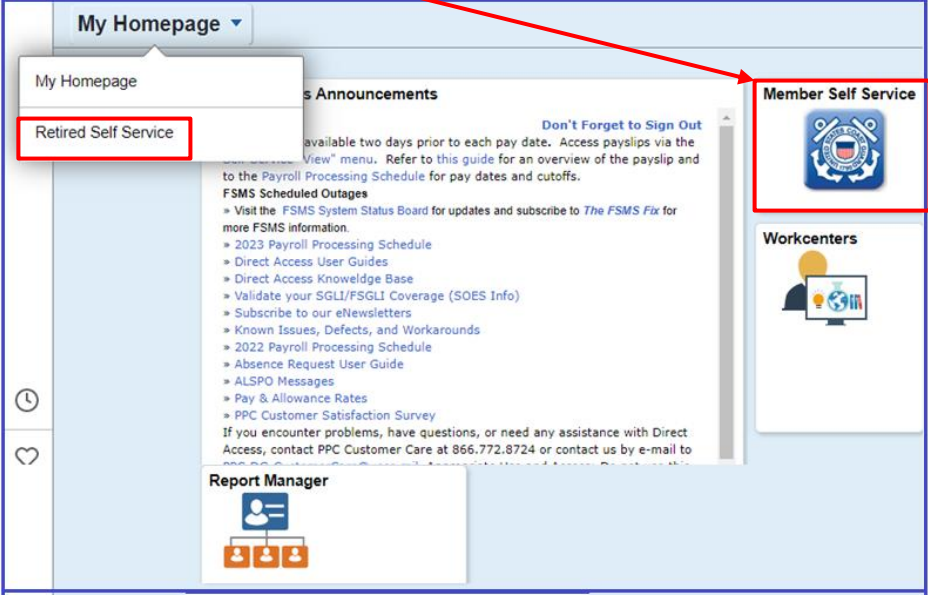
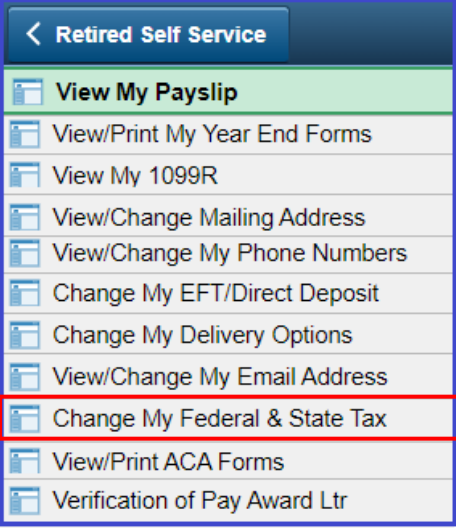
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# Update My Federal Tax Information

**Introduction** This section provides the procedures for **retired military personnel** to update their federal tax information in Direct Access (DA).

**Information** Log into DA Self Service at [Direct Access Sign In](#).

**Procedures** See below.

Step	Action
<p><b>1</b></p>	<p>Select <b>Retiree Self Service</b> from the My Homepage drop-down.</p> <p><b>NOTE:</b> Some Retirees may have more than one user access; in which case, you will need to select the <b>Member Self Service</b> tile to view the Self Service menu.</p> 
<p><b>1.5</b></p>	<p>Select the <b>Change My EFT/Direct Deposit</b> option.</p> 

# Update My Federal Tax Information, Continued

Procedures,  
continued

Step	Action
2	<p>The W-4 Employee Withholding Certificate page will display. There are 5 steps that require review/completion before changes may be submitted.</p> <p><b>Step 1: Personal Information –</b></p> <ul style="list-style-type: none"> <li>• Ensure the <b>Mailing Address</b> is correct. If not, see the <a href="#">Mailing Address</a> user guide to update the mailing address.</li> <li>• Select the appropriate <b>Filing Status</b>.</li> </ul> <div data-bbox="328 703 1380 1099"> <p><b>W-4 Employee's Withholding Certificate</b></p> <p>Dwight K. Shrute US COAST GUARD RETIRED 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. <a href="#">Official Form W-4</a></p> <p><b>Step 1: Personal Information</b></p> <p><b>Mailing Address</b></p> <p>1234 Goondocks Astoria OR 97103</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 <a href="http://www.ssa.gov">www.ssa.gov</a></p> <p><b>Filing Status</b></p> <p><input checked="" type="radio"/> Single or Married filing separately</p> <p><input type="radio"/> Married filing jointly (or Qualifying widow(er))</p> <p><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>
3	<p><b>Step 2: Multiple Jobs or Spouse Works –</b> Check the box as appropriate.</p> <p><b>NOTE:</b> Check this box if you (1) have more than one job at the same time and/or are married, filing jointly and you and your spouse both work.</p> <div data-bbox="328 1290 1380 1503"> <p>Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5. To see if you are exempt from withholding or if you have concerns about your privacy, see instructions.</p> <p><b>Step 2: Multiple Jobs or Spouse Works</b></p> <p>▶ Step 2 Instructions</p> <p><input checked="" type="checkbox"/> Multiple Jobs or Spouse Works</p> </div>

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# Update My Federal Tax Information, Continued

Procedures,  
continued

Step	Action
4	<p><b>Step 3: Claim Dependents –</b></p> <ul style="list-style-type: none"> <li>• Multiply the number of <b>qualifying dependents under the age of 17</b> by \$2,000 and enter the dollar amount (whole number only with no decimal, i.e. 2000, 4000, etc.).</li> <li>• Multiply the number of <b>other qualifying dependents</b> by \$500 and enter the dollar amount (whole number only with no decimal, i.e. 500, 1000, etc.).</li> <li>• Enter any <b>Other tax credits</b>, such as education tax credits and foreign tax credit (whole number only with no decimal).</li> </ul> <p><b>NOTE:</b> For more information on eligibility requirements for tax credits, see <a href="#">IRS Pub. 972, Child Tax Credit and Credit for Other Dependents</a>.</p> <p><small>Complete Steps 3–4(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(b) on the Form W-4 for the highest paying job.)</small></p> <p><b>Step 3: Claim Dependents</b></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 <input type="text"/></p> <p>Multiply the number of other dependents by \$500 <input type="text"/></p> <p>Other tax credits <input type="text"/></p> <p>Total</p>

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# Update My Federal Tax Information, Continued

Procedures,  
continued

Step	Action
5	<p><b>Step 4: Other Adjustments –</b></p> <ul style="list-style-type: none"> <li>• <b>(a) Other Income (NOT FROM OTHER JOBS)</b> – this should be the total of your other estimated income for the year, if any (whole number only with no decimal). See <b>NOTE</b>.</li> <li>• <b>(b) Deductions</b> – 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 <a href="#">2020 W-4</a>).</li> <li>• <b>(c) Extra Withholding</b> – Enter in this step any additional tax you want withheld from your pay <b>each pay period</b> (whole number only with no decimal).</li> </ul> <p><b>NOTE:</b> Do <b><u>NOT</u></b> enter income from other jobs where that income is already taxed. For more information on taxable income and extra withholdings, see <a href="#">IRS Pub. 505: Tax Withholding and Estimated Tax</a> guide.</p> <div data-bbox="328 958 1369 1245" style="border: 1px solid blue; padding: 5px;"> <p><b>Step 4: Other Adjustments</b></p> <p>▶ Step 4 Instructions</p> <p style="text-align: right;">a) Other Income <input style="border: 1px solid red; width: 100px; height: 20px;" type="text"/></p> <p style="text-align: right;">b) Deductions <input style="border: 1px solid red; width: 100px; height: 20px;" type="text"/></p> <p style="text-align: right;">c) Extra Withholding <input style="border: 1px solid red; width: 100px; height: 20px;" type="text"/></p> </div>

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# Update My Federal Tax Information, Continued

Procedures,  
continued


Step	Action
6	<p><b>Step 5: Exemption from Withholding</b> – Ensure all the information entered is correct and click <b>Submit</b>.</p> <p><b>WARNING:</b> If the <u>Check if you meet both conditions and are claiming Exemption from Withholding</u> box is checked, <b>NO FEDERAL TAXES WILL BE WITHHELD</b>. You must meet the Exemption Conditions to check this box.</p> <div data-bbox="328 663 1375 1012" style="border: 1px solid black; padding: 5px;"> <p><b>Step 5: Exemption from Withholding</b></p> <p>You may claim exemption from withholding for <input type="text" value="2020"/> if you meet both of the following conditions:</p> <p><b>Exemption Conditions</b></p> <ul style="list-style-type: none"> <li>• Last year I had no federal income tax liability and</li> <li>• This year I expect to have no federal income tax liability</li> </ul> <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>
7	<p>A message box will display. Enter your DA <b>Password</b> and click <b>Continue</b>.</p> <div data-bbox="328 1093 1375 1482" style="border: 1px solid black; padding: 5px;"> <p style="text-align: right;"><a href="#">Help</a></p> <p><b>Verify Identity</b></p> <p>To protect your privacy, verify your identity by typing your password. If you are not this user, click <b>Cancel</b>.</p> <p>User ID: 1234567</p> <p>Password: <input style="border: 1px solid red;" type="password" value="....."/></p> <p><input style="border: 1px solid red;" type="button" value="Continue"/> <input type="button" value="Cancel"/></p> </div>
8	<p>A confirmation message will display. Click <b>OK</b>.</p> <div data-bbox="328 1559 1230 1832" style="border: 1px solid black; padding: 5px;"> <p><b>Submit Confirmation</b></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 style="border: 1px solid red;" type="button" value="OK"/></p> </div>

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## Update My Federal Tax Information, Continued

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### Procedures, continued

Step	Action
9	<p>Once you click OK, you will be returned to the W-4 Tax Information page. If you need to update your state tax information, see <a href="#">Update My State Tax Information</a> section. If no further changes are needed, click the <b>Home</b> icon in the upper right corner to return to the Self Service menu.</p> 

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# Update My State Tax Information

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**Introduction** This section provides the procedures for **retired military personnel** to update their state tax information in Direct Access (DA).

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**Before you Begin** The following states/territories do NOT have state income tax. You will NOT be able to withhold state taxes for them.

• Alaska	• Florida
• Nevada	• New Hampshire
• South Dakota	• Tennessee
• Texas	• Washington
• Wyoming	• Federated States of Micronesia (FM)
• Palau (PW)	• Republic of the Marshal Islands (MH)

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**Important Information** After completing any changes to your State Tax information, it is important to review your Federal Tax information as changes to State Tax data may also affect your Federal Tax data. See [Update My Federal Tax Information](#) section of this guide.

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**Information** Log into DA Self Service at [Direct Access Sign In](#).

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# Update My State Tax Information, Continued

Procedures See below.

Step	Action																														
1	<p>Select <b>Change My Federal &amp; State Tax</b>.</p> <p><b>NOTE:</b> Some Retirees may have more than one user access; in which case, you will need to select the <b>Self Service</b> tab to view the Self Service menu.</p> <div style="border: 1px solid black; padding: 5px;"> <p>My Page <span style="border: 1px solid red; padding: 2px;"><b>Self Service</b></span> Requests</p> <p>Welcome to Direct Access Self Service for Retirees, Annuitants, and Former Spouses. You can use Self-Service to perform the functions listed below.</p> <ul style="list-style-type: none"> <li>• User guides and video tutorials are available via PPC's website at <a href="https://www.dcms.uscq.mil/ppc/ras/gp/">https://www.dcms.uscq.mil/ppc/ras/gp/</a></li> <li>• If you encounter problems, contact call PPC at 1-866-772-8724 or email <a href="mailto:PPC-DG-CustomerCare@uscq.mil">PPC-DG-CustomerCare@uscq.mil</a>.</li> <li>• Timing: Please note that pay delivery, allotments (voluntary deductions), mailing address, and tax withholding changes entered in after the cutoff date shown below will not be included in your next pay check (for the 1st of the following next month) or reflected on your payslip. This is due to payroll processing lead-time. We prepare the monthly payroll between the 18th and 23rd of each month. This process includes generation of payslips and transmittal of files to the Department of the Treasury for disbursement. Any changes entered after the cutoff date will not be included in the current month's payroll. They will be carried over to the next payroll period. The schedule for the remainder of this year is:</li> </ul> <table border="0" style="width: 100%; text-align: center;"> <thead> <tr> <th>Payday</th> <th>Cutoff Date</th> <th>Payday</th> <th>Cutoff Date</th> </tr> </thead> <tbody> <tr> <td>31 JAN</td> <td>22 JAN</td> <td>31 JUL</td> <td>22 JUL</td> </tr> <tr> <td>28 FEB</td> <td>19 FEB</td> <td>01 SEP</td> <td>20 AUG</td> </tr> <tr> <td>01 APR</td> <td>23 MAR</td> <td>01 OCT</td> <td>21 SEP</td> </tr> <tr> <td>01 MAY</td> <td>21 APR</td> <td>30 OCT</td> <td>21 OCT</td> </tr> <tr> <td>01 JUN</td> <td>20 MAY</td> <td>01 DEC</td> <td>19 NOV</td> </tr> <tr> <td>01 JUL</td> <td>19 JUN</td> <td>31 DEC</td> <td>18 DEC</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>• Please note: Pay slips and 1099R forms will open in a new window. Turn off the pop-up blocker in your web browser to view pay slips and 1099R forms. In Internet Explorer, click on Tools to access the pop-up blocker options.</li> </ul> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>View My Payslip</b> This link will take you to a list of all available payslips to view and/or download.</p> <p><b>View My 1099R</b> This link will take you to a list of all available 1099R tax documents to view and/or download.</p> <p><b>View/Change My Phone Numbers</b> Self-service users will use this link to view, add, or update their phones numbers.</p> <p><b>Change My Delivery Options</b> This link will allow you to change delivery options for communications.</p> <p><b>View/Change My Email Address</b> This link will take you to view and/or change your email addresses stored in the Retired Payroll system.</p> <p><b>View My Final Pay Beneficiary</b> Self-service users will use this link to view their Final Pay Beneficiaries</p> <p><b>View/Print ACA Forms</b> View/Print ACA Forms</p> </td> <td style="width: 50%; vertical-align: top;"> <p><b>View/Print My Year End Forms</b> Affirmative consent to receive only an electronic copy of Year-End Tax Forms.</p> <p><b>View/Change Mailing Address</b> View and make changes to your mailing address. PPC uses the mailing address to send communications, payroll, and tax documents to you.</p> <p><b>Change My EFT/Direct Deposit</b> This link will take you to view and/or change your EFT/Direct Deposit.</p> <p><b>Change My Voluntary Deductions</b> This link will take you to view, add, change, or stop your voluntary deductions.</p> <p><b>Change My Password</b> This link will allow you to change your password and set your Forgot Password security question/answer.</p> <p style="border: 1px solid red; padding: 2px;"><b>Change My Federal &amp; State Tax</b> Review or change your W-4 information.</p> </td> </tr> </table> </div>	Payday	Cutoff Date	Payday	Cutoff Date	31 JAN	22 JAN	31 JUL	22 JUL	28 FEB	19 FEB	01 SEP	20 AUG	01 APR	23 MAR	01 OCT	21 SEP	01 MAY	21 APR	30 OCT	21 OCT	01 JUN	20 MAY	01 DEC	19 NOV	01 JUL	19 JUN	31 DEC	18 DEC	<p><b>View My Payslip</b> This link will take you to a list of all available payslips to view and/or download.</p> <p><b>View My 1099R</b> This link will take you to a list of all available 1099R tax documents to view and/or download.</p> <p><b>View/Change My Phone Numbers</b> Self-service users will use this link to view, add, or update their phones numbers.</p> <p><b>Change My Delivery Options</b> This link will allow you to change delivery options for communications.</p> <p><b>View/Change My Email Address</b> This link will take you to view and/or change your email addresses stored in the Retired Payroll system.</p> <p><b>View My Final Pay Beneficiary</b> Self-service users will use this link to view their Final Pay Beneficiaries</p> <p><b>View/Print ACA Forms</b> View/Print ACA Forms</p>	<p><b>View/Print My Year End Forms</b> Affirmative consent to receive only an electronic copy of Year-End Tax Forms.</p> <p><b>View/Change Mailing Address</b> View and make changes to your mailing address. PPC uses the mailing address to send communications, payroll, and tax documents to you.</p> <p><b>Change My EFT/Direct Deposit</b> This link will take you to view and/or change your EFT/Direct Deposit.</p> <p><b>Change My Voluntary Deductions</b> This link will take you to view, add, change, or stop your voluntary deductions.</p> <p><b>Change My Password</b> This link will allow you to change your password and set your Forgot Password security question/answer.</p> <p style="border: 1px solid red; padding: 2px;"><b>Change My Federal &amp; State Tax</b> Review or change your W-4 information.</p>
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# Update My State Tax Information, Continued

**Procedures,  
continued**

Step	Action
2	<p>The W-4 Employee Withholding Certificate page will display. Scroll to the bottom of the page and select <b>State Tax Information</b>.</p> <div style="border: 1px solid #ccc; padding: 10px;"> <p><b>W-4 Employee's Withholding Certificate</b></p> <p>Dwight K. Shrute US COAST GUARD RETIRED <span style="float: right;">Social Security Number 123-45-6789</span></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. <a href="#">Official Form W-4</a></p> <p><b>Step 1: Personal Information</b></p> <p><b>Mailing Address</b></p> <p>1234 Goondocks Astoria OR 97103</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 <a href="http://www.ssa.gov">www.ssa.gov</a></p> <p><b>Filing Status</b></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> <hr/> <p><b>Step 5: Exemption from Withholding</b></p> <p>You may claim exemption from withholding for <input type="text" value="2020"/> if you meet both of the following conditions:</p> <p><b>Exemption Conditions</b></p> <ul style="list-style-type: none"> <li>• Last year I had no federal income tax liability and</li> <li>• This year I expect to have no federal income tax liability</li> </ul> <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> <p>Go To <span style="border: 1px solid red; padding: 2px 5px;">State Tax Information</span></p> </div>

*Continued on next page*

# Update My State Tax Information, Continued

**Procedures,  
continued**

Step	Action
3	<p>The State Tax Information page will display. Ensure the <b>Mailing Address</b> is correct. If not, see the <a href="#">Mailing Address</a> user guide to update your mailing address.</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>State Tax Information</b></p> <p>DWIGHT K SHRUTE US COAST GUARD RETIRED <span style="float: right;">Social Security Number: 123-45-6789</span></p> <p>Enter your State of Residence for tax purposes. Enter the monthly state tax you desire to be withheld from your retired pay. The minimum amount is \$10.00, the maximum is \$1,000.00. If you wish to elect more, contact your RAS technician.</p> <p>If you have any questions, please contact PPC (RAS) at 1-800-772-8724.</p> <p><b>Mailing Address</b></p> <div style="border: 2px solid red; padding: 2px;">1234 Goondocks Astoria OR 97103</div> <p><b>State Tax Data</b></p> <p>State of Residence: <span style="border: 1px solid black; padding: 2px;">Maine</span> ▼</p> <p>Tax Status: Married</p> <p>Total number of Allowances you are claiming:</p> <p>Enter Additional Amount, if any, you want withheld from each paycheck: <input style="width: 50px;" type="text" value="150.00"/></p> <p><input type="button" value="Submit"/> Under penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate or entitled to claim exempt status.</p> <p>Go To <a href="#">W-4 Tax Information</a></p> </div>

*Continued on next page*

# Update My State Tax Information, Continued

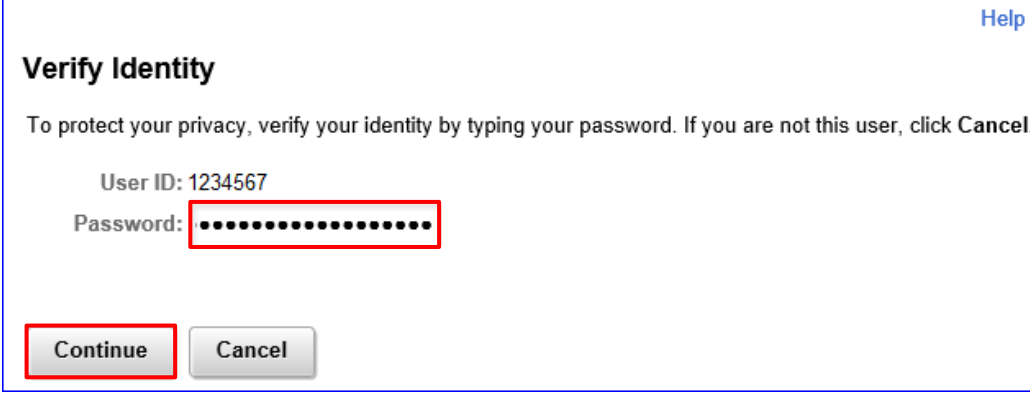
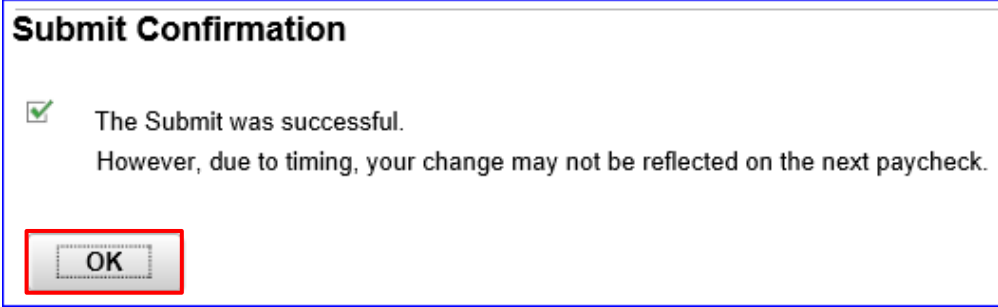
Procedures,  
continued

Step	Action
4	<ul style="list-style-type: none"> <li>• <b>State of Residence</b> – If correct, leave as is; if incorrect, select the appropriate State from the drop-down.</li> <li>• <b>Tax Status</b> – Cannot be edited on the State Tax Information page.</li> <li>• <b>Total number of Allowances you are claiming</b> – Cannot be edited on the State Tax Information page.</li> <li>• <b>Enter Additional Amount, if any, you want withheld from each paycheck</b> – If you wish to have additional State taxes withheld from your retirement pay, enter the amount. If you currently have an additional amount withheld and wish to stop it, delete the existing amount from the field and leave the field blank. (<b>NOTE:</b> The minimum amount for state additional tax withholding is \$10.00 and the maximum is \$1000.00 (<b>whole dollar amounts only</b>)).</li> </ul> <p>Once all information has been reviewed and/or updated, click <b>Submit</b>.</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>State Tax Information</b></p> <p>DWIGHT K SHRUTE US COAST GUARD RETIRED <span style="float: right;">Social Security Number: 123-45-6789</span></p> <p>Enter your State of Residence for tax purposes. Enter the monthly state tax you desire to be withheld from your retired pay. The minimum amount is \$10.00, the maximum is \$1,000.00. If you wish to elect more, contact your RAS technician.</p> <p>If you have any questions, please contact PPC (RAS) at 1-800-772-8724.</p> <p><b>Mailing Address</b></p> <p>1234 Goondocks Astoria OR 97103</p> <p><b>State Tax Data</b></p> <p>State of Residence: <span style="border: 1px solid red; padding: 2px;">Oregon</span> <input type="checkbox"/></p> <p>Tax Status: <span style="border: 1px solid red; display: inline-block; width: 100px; height: 15px;"></span></p> <p>Total number of Allowances you are claiming: <span style="border: 1px solid red; display: inline-block; width: 100px; height: 15px;"></span></p> <p>Enter Additional Amount, if any, you want withheld from each paycheck: <span style="border: 1px solid red; display: inline-block; width: 50px; height: 15px;"></span></p> <p><span style="border: 1px solid red; padding: 2px 5px;"><b>Submit</b></span> Under penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate or entitled to claim exempt status.</p> <p>Go To <a href="#">W-4 Tax Information</a></p> </div>

*Continued on next page*

# Update My State Tax Information, Continued

Procedures,  
continued

Step	Action
5	<p>A message box will display. Enter your DA <b>Password</b> and click <b>Continue</b>.</p> 
6	<p>A confirmation message will display. Click <b>OK</b>.</p> 
7	<p>Once you click OK, you will be returned to the State Tax Information page.</p> <p>** After completing any changes to your State Tax information, it is important to review your Federal Tax information as changes to State Tax data may also affect your Federal Tax data. See <a href="#">Update My Federal Tax Information</a> section of this guide. **</p> <p>If no further changes are needed, click the <b>Home</b> icon in the upper right corner to return to the Self Service menu.</p> 