

# W-4 TAX WITHHOLDING

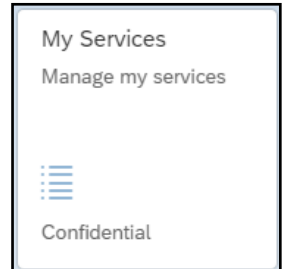


## QUICK REFERENCE CARD

The W-4 Tax Withholding function in the My Services tile allows employees to change their tax withholding information, both Federal and State (SC).

## PROCESS

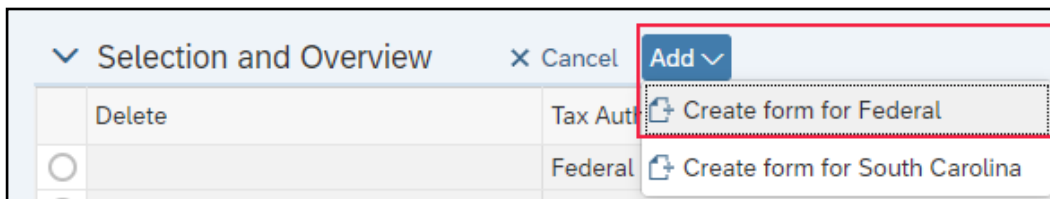
1. Under the Employee Self-Service section, click the **My Services** tile. Under the **My Pay** section, click **W-4 Tax Withholding**.




### Change Your Federal Tax Withholding

Before making changes, read the federal W-4 form and instructions on the IRS website.

1. Click the **Add** button and select **Create form for Federal**.



Note: You can expand and minimize the sections by clicking the  icon.

2. In the **W-4 Information** section, complete the following fields:

**Total credits for dependents**—Enter the total amount for dependents (*yearly amount*).

**Additional amount, if any, you want withheld from each paycheck**—Enter the additional amount you want withheld *per pay period*.

**Other Income**—Enter the amount of other income (*yearly amount*).

**Additional Deductions**—Enter the amount of deductions (*yearly amount*).

**Use Higher Withholding Rates Schedule**—Check this box if you checked the box in Step 2c on the 2020 W-4 Form.

**Filing Status**—Select the appropriate option from the drop-down list.

W-4 Information

Total credits for dependents:  USD Additional amount, if any, you want withheld from each paycheck:  USD

Other Income:  USD Use Higher Withholding Rates Schedule:

Additional Deductions:  USD

Filing Status:

Your last name differs from that shown on your social security card.

\* You must call 1-800-772-1213 for a replacement card.

# W-4 TAX WITHHOLDING



## QUICK REFERENCE CARD

### PROCESS

- In the **Claim Exemption** section, select the appropriate option from the drop-down list based on your answers to the exemption criteria.
- Check the **Declaration** box.

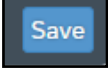
Claim Exemption

I claim exemption from withholding for 2021, and I certify that I meet both of the following conditions for exemption.

- Last year I had a right to a refund of all federal income tax withheld because I had no tax liability
- This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.

If you meet both conditions, choose "Exempt"

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

- Click the **Save** button in the bottom right corner of the screen. 
- You will see a new date in the Valid From column. This date is system-generated.

| Tax Authority | Filing Status | Valid From | Valid To   |
|---------------|---------------|------------|------------|
| Federal       | Married       | 05/17/2020 | 12/31/9999 |


## Change Your SC Tax Withholding

Before making changes, read the SC W-4 form and instructions on the South Carolina Department of Revenue website.

- Click the **Add** button and select **Create form for South Carolina**.

Selection and Overview  Cancel

|                       | Delete | Tax Auth |  |
|-----------------------|--------|----------|--|
| <input type="radio"/> |        | Federal  | <input checked="" type="button" value="Create form for South Carolina"/> |

Note: You can expand and minimize the sections by clicking the  icon.

# W-4 TAX WITHHOLDING



## QUICK REFERENCE CARD

### PROCESS

2. In the **W-4 Information** section, complete the following fields:

**Total number of allowances you are claiming**—Enter the total number of allowances.

**Additional amount, if any, you want withheld from each paycheck**—Enter the additional amount you want withheld *per pay period*.

W-4 Information

Total number of allowances you are claiming:  Additional amount, if any, you want withheld from each paycheck:  USD

Your last name differs from that shown on your social security card.

\* You must call 1-800-772-1213 for a replacement card.

3. In the **Claim Exemption** section, select the appropriate option from the drop-down list based on your answers to the exemption criteria.

4. Check the **Declaration** box.

Claim Exemption

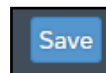
I claim exemption from withholding for 2021, and I certify that I meet both of the following conditions for exemption.

- Last year I had a right to a refund of all state income tax withheld because I had no tax liability
- This year I expect a refund of all state income tax withheld because I expect to have no tax liability.

If you meet both conditions, choose "Exempt":

\* Declaration  Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

5. Click the **Save** button in the bottom right corner of the screen.



6. You will see a new date in the Valid From column. This date is system-generated.

| Tax Authority  | Filing Status | Valid From | Valid To   |
|----------------|---------------|------------|------------|
| Federal        | Married       | 05/17/2020 | 12/31/9999 |
| South Carolina | None          | 05/17/2020 | 12/31/9999 |

If you have difficulty using this procedure, contact the SCEIS help desk at 803-896-0001 then select option #2. **Note: SCEIS Central may appear differently than above depending on the browser and device you are using.**