![District of Columbia Public Schools logo]

How To: Submit or Update Tax Information

This job aid provides an overview of the steps required to submit or update your federal and state tax information in PeopleSoft.

Step 1: Log onto your PeopleSoft account via pshcm.dc.gov while at a DCPS location. Note: Tax information cannot be submitted via the out-of-network web address, ess.dc.gov, while at home.	
Step 2: Under the Main Menu bar on the left side of your screen, select "Self Service."	
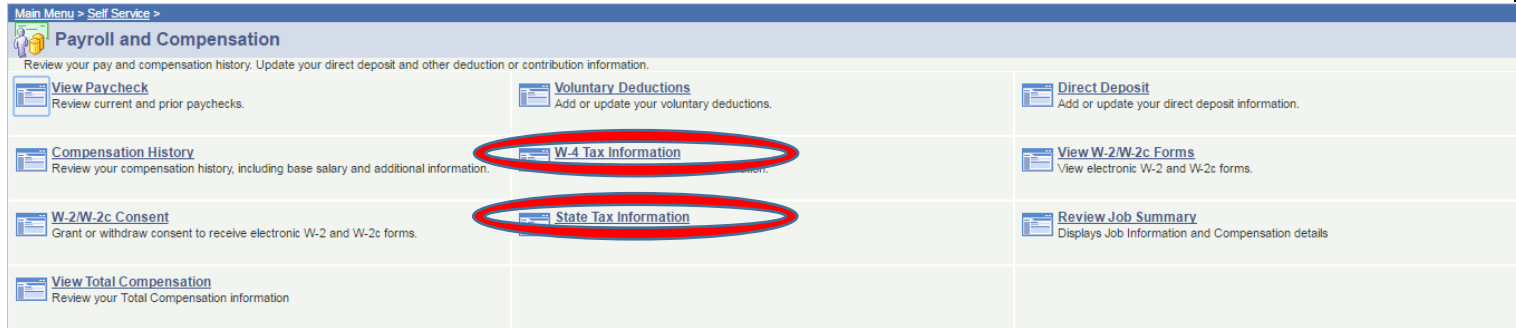
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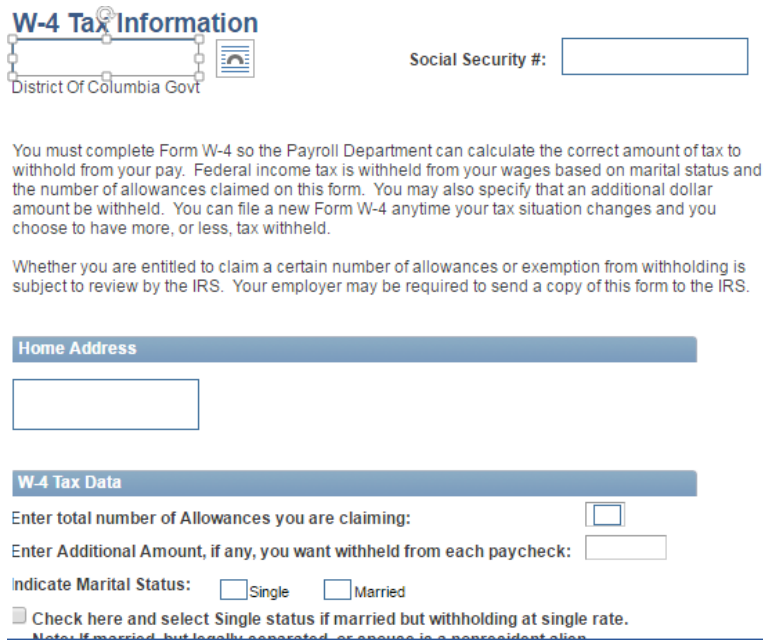|	
Step 3: Under Self Service, select "Payroll and Compensation," then "W-4 Tax Information" to update Federal tax information, and "State Tax Information" to update State Tax information.	Main Menu > Self Service > **Payroll and Compensation** Review your pay and compensation history. Update your direct deposit and other deduction or contribution information. **View Paycheck** Review current and prior paychecks. **Voluntary Deductions** Add or update your voluntary deductions. **Direct Deposit** Add or update your direct deposit information. **Compensation History** Review your compensation history, including base salary and additional information. **W-4 Tax Information** **View W-2/W-2c Forms** View electronic W-2 and W-2c forms. **W-2/W-2c Consent** Grant or withdraw consent to receive electronic W-2 and W-2c forms. **State Tax Information** **Review Job Summary** Displays Job Information and Compensation details **View Total Compensation** Review your Total Compensation information
Completing the W-4 When you select the "W-4 Tax Information" option, complete all fields as requested, including the number of allowances you'd like to claim and your marital status. Complete fields as appropriate and click the submit button at the bottom of the page.	**W-4 Tax Information** Social Security #: [ ] District Of Columbia Govt 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 marital status and the number of allowances claimed on this form. You may also specify that an additional dollar amount be withheld. You can file a new Form W-4 anytime your tax situation changes and you choose to have more, or less, tax withheld. Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS. **Home Address** [ ] **W-4 Tax Data** Enter total number of Allowances you are claiming: [ ] Enter Additional Amount, if any, you want withheld from each paycheck: [ ] Indicate Marital Status: [ ] Single [ ] Married [ ] Check here and select Single status if married but withholding at single rate. Note: If married, but legally separated, or spouse is a nonresident alien

How To: Submit or Update Tax Information

Completing State Tax Information

When you select the "State Tax Information" section, you will need to complete and submit two separate pages. First, indicate the state to which you'd like to pay taxes. Submit the form by selecting the "Submit" icon.

Next, you will be brought to a state/local jurisdiction tax form. Complete all fields as appropriate, and click the "Submit" button.

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State Tax Information

State Tax Information

Social Security #: ▮▮▮

District Of Columbia Govt

You must complete a state/local jurisdiction tax form so the Payroll Department can calculate the correct amount of tax to withhold from your pay.

Home Address

State Tax Data

Select Jurisdiction:

○ District of Columbia
○ Maryland
○ Virginia
○ Other

Submit

Page 2

State Tax Information

Social Security #: ▮▮▮

District Of Columbia Govt

You must complete a state/local jurisdiction tax form so the Payroll Department can calculate the correct amount of tax to withhold from your pay.

Home Address

State Tax Data

If subject to withholding, enter the number of exemptions claimed on:

(a) Subtotal of Personal Exemptions - line 4 of the form VA-4 Personal Exemption Worksheet: 0

(b) Subtotal of Exemptions for Age and Blindness line 7 of the form VA-4 Personal Exemption Worksheet: 0

(c) Total Exemptions - line 8 of the form VA-4 Personal Exemption Worksheet: 0

Enter the amount of additional withholding requested:
(see form VA-4 for instructions)

Virginia Form VA-4

Claim Exemption

Note: If you are selecting a state other than Maryland, Virginia, or Washington, D.C., PeopleSoft will not withdraw state taxes and you will need to work with that state's IRS division to pay taxes manually and directly to the state.

Note: The "Exempt" box should only be selected within the W4 and State Tax sections if you meet the IRS' exemption standards. If you are unsure if you meet this status, please consult a tax professional or the IRS website, www.irs.gov.

Note: Direct Deposit changes will reflect on the following pay period after submission, provided the changes were made before payroll was processed for the following paycheck. To review the DC Government pay schedule and processing deadlines, click here: 2016 Payroll Schedule

Questions regarding the tax preference process can be directed to the OCFO (Payroll) at 202-442-5300 or the Time and Labor Team at dcps.timeandlabor@dcc.gov.