

Update W-4 Status Online

The W4 is completed online in the PeopleSoft Employee Self Service. If you do not complete this online, you will be defaulted to Single with Zero Exemptions Tax Status.

Once you have access to your School District e-mail account then you can access PeopleSoft.

Register for email: Go to <https://selfservice.leeschools.net>

***Note: The initial password for substitute teachers is their 9-digit Emp ID # (D.I.D)**

If you do not know your password or it has expired beyond 90 days and have not yet registered for Self Service, please contact the Help Desk at (239) 337-8221, Mon-Fri, 7am-4:30pm for a password reset.

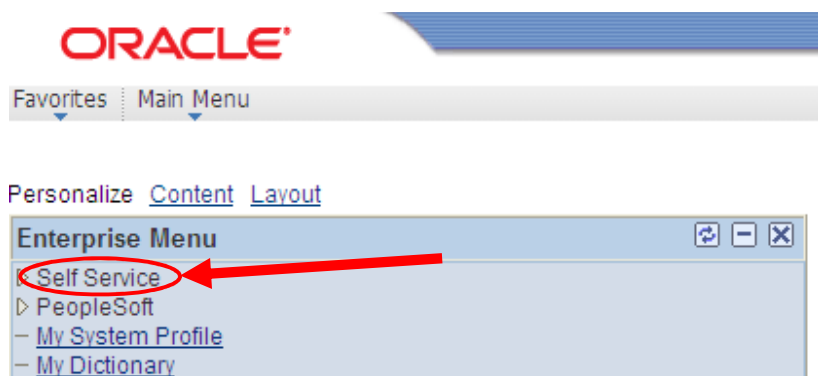
PeopleSoft website: <https://peoplesoft.leeschools.net>

Log into **PeopleSoft**

Click on **Self-Service**

Click on **Payroll and Compensation**

Click on **W-4 Tax Information**



Then choose W-4 Tax Information (Note that your choices may differ)



You will see the screen on the other side of this paper. The arrows are where you can make changes as explained for the sample employee.

W-4 Tax Information

Betty Locherty

Social Security #: 341-95-7245

Global Business Institute 9999



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

643 Robinson St
Buffalo NY 74940

Mailing Address

643 Robinson St
Buffalo NY 74940

W-4 Tax Data

Enter total number of Allowances you are claiming:

0

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, select 'Single' status.

Check here if your last name differs from that shown on your social security card.

You must call 1-800-772-1213 for a new card.

Claim Exemption

I claim exemption from withholding for 2012 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; AND

>> This year I expect a refund of ALL Federal income tax withheld

Check 'Exempt' here if you meet both conditions.

Submit

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.

Enter the number of exemptions you are claiming. Instructions for exemptions are found on the W-4 form

Additional Amount to be deducted from each check.

This is where you claim your marital status for tax reporting.

This section should only be filled out if you are claiming tax exemption

Saves your Federal Tax Changes