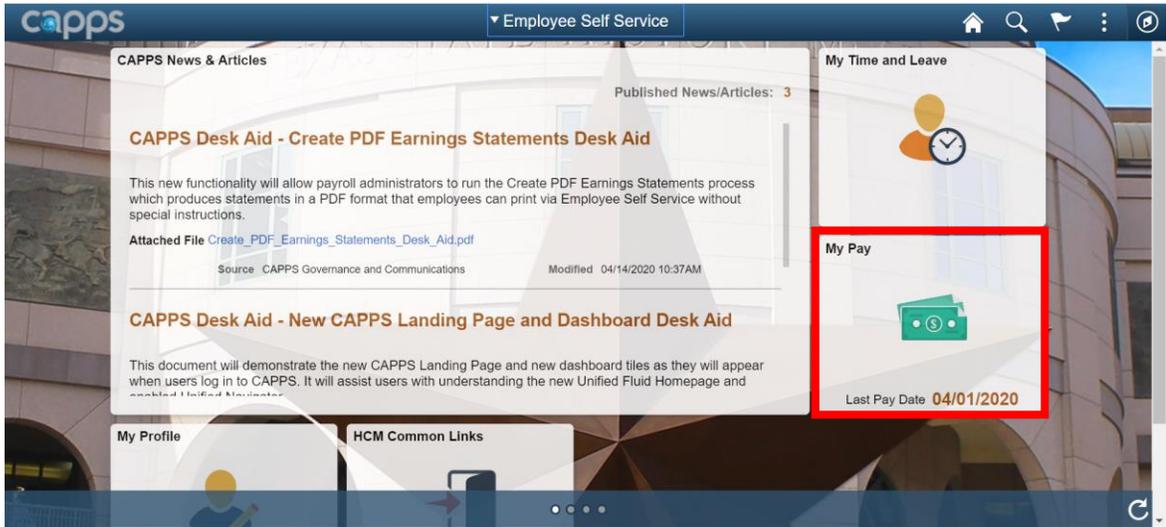
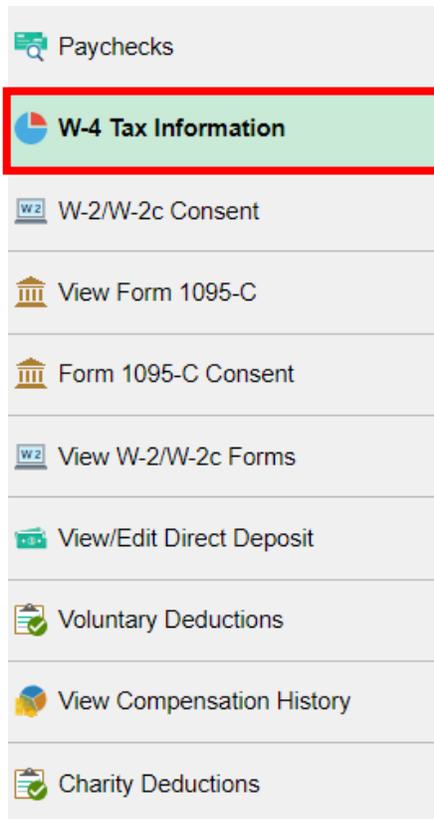


Viewing/Editing W-4 tax Information

1. Click “My Pay” on the CAPPs Portal:



2. Click “W-4 Tax Information”:



3. Complete “Step 1: Personal Information”. Verify your name, address and select a filing status by clicking the appropriate bullet.

W-4 Withholding Certificate

Social Security Number

Teacher Retirement System

For W4 associated with a different company, select a [Company](#)

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 www.irs.gov.

Step 1: Personal Information

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 www.ssa.gov.

Address

Filing Status

- Single or Married filing separately
- Married filing jointly (or Qualifying widow(er))
- Head of Household (Check only if you are unmarried and pay more than half the cost of keeping up a home for yourself and a qualifying individual).

4. Complete “Step 2: Multiple Jobs or Spouse Works” by clicking the box only if it applies to you:

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all these jobs.

[View Instructions](#)

- Multiple Jobs or Spouse Works

5. Complete “Step 3: Claim Dependents” only if it applies to you:

Step 3: Claim Dependents

[View 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	<input type="text"/>
Multiply the number of other dependents by \$500	<input type="text"/>
Other tax credits	<input type="text"/>
Total	

6. Complete “Step 4: Other Adjustments” only if it applies to you:

Note: If you wish to claim “Exempt”, enter the tax year and check the box under the “Exemption Conditions” section.

Step 4: Other Adjustments

[View Instructions](#)

(a) Other Income	<input type="text"/>
(b) Deductions	<input type="text"/>
(c) Extra Withholding	<input type="text"/>

Claim Exemption from Withholding

I claim exemption from withholding for the year and I certify that I meet

BOTH of the following conditions for exemption from withholding:

Exemption Conditions

- Last year I owed no federal income tax.
- This year I expect to owe no federal income tax.

Check this box if you meet both conditions to claim exemption from tax withholding

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.

7. Click the "Submit" button.

8. Read the warning message then click "OK":

Warning (30100,10)

You are about to make changes to your Withholding Instructions. Depending on when your agency processes payroll, this change may not be reflected in your next pay. Please contact your agency payroll officer with any questions or concerns.

OK

Cancel