



Title:
Updating Form W-4

Software: Munis Self Serve

Revised Date: 3/31/20

Supersedes Date: 12/20/17

Navigation

1. **URL:** <https://tylerweb.matsuk12.us/mss/login.aspx>

2. **Bread Crumbs:**

Mat-Su School District Homepage (<http://www.matsuk12.us>) > Employees > Employee Quick Links > Munis Self Serve

Introduction

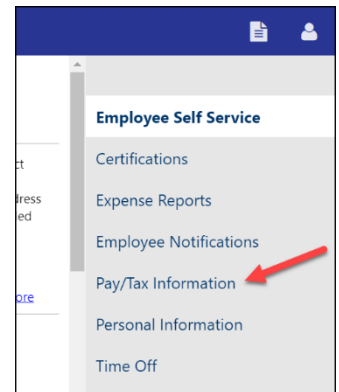
The Form W-4 filing status, multiple jobs, dependent, other income, deductions, and extra withholding information can be updated through Munis Self Serve.

Questions?

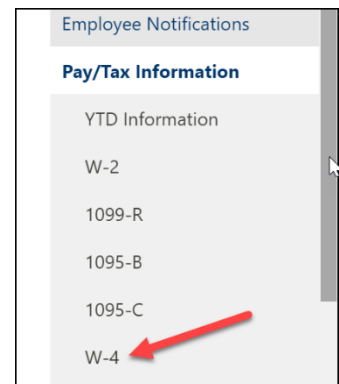
Contact Payroll at (907)761-HELP option 4 or payroll@matsuk12.us for help.

Follow these instructions to update your Form W-4 information:

1. Go to the Munis Self Serve homepage. Login and click "Pay/Tax Information" on the menu to the right. If you need assistance with your login credentials, please contact the Help Desk at (907) 761-4357.



2. Next, click "Pay/Tax Information" and then select "W-4".



3. Select "Edit" at the bottom of the W-4 Information page.



4. You can then update your W-4 information.

W-4 Information

FEDERAL
This is the Federal Form W-4 and is an acceptable replacement for the paper form.

Select a marital status.
Married filing jointly

Step 2(c). Multiple jobs or spouse works. If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld.

Step 3. Multiply the number of qualifying children under age 17 by \$2,000. Multiply the number of other dependents by \$500. Add the amounts and enter the total here.
0.00

Step 4(a). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income.
0.00

Step 4(b). If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet and enter the result here.
0.00

Step 4(c). Extra withholding. Enter any additional tax you want withheld each pay period.
0.00

You may claim exemption from withholding if you had no federal income tax liability in the prior year and you expect to have no federal income tax liability this year.

- Employee Self Service
- Certifications
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- YTD Information
- W-2
- 1099-R
- 1095-B
- 1095-C
- W-4**

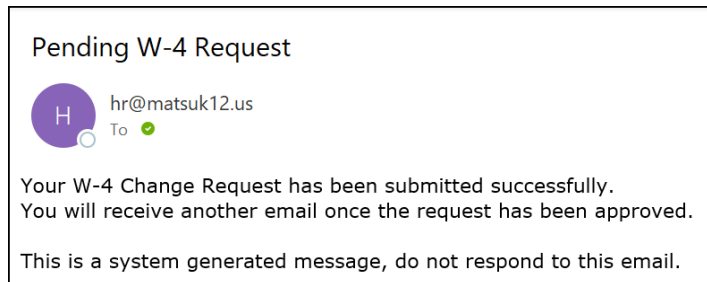
5. Next, select the check box to the left of the verification statement, enter your name in the space provided, and click "Submit".

You may claim exemption from withholding if you had no federal income tax liability in the prior year and you expect to have no federal income tax liability this year.

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

Submit **Cancel**

6. You will receive an automated email after you submit your request.



7. Once the Payroll Department has processed your request, you will receive another email. The changes you requested will be in affect at the time you receive this notification.