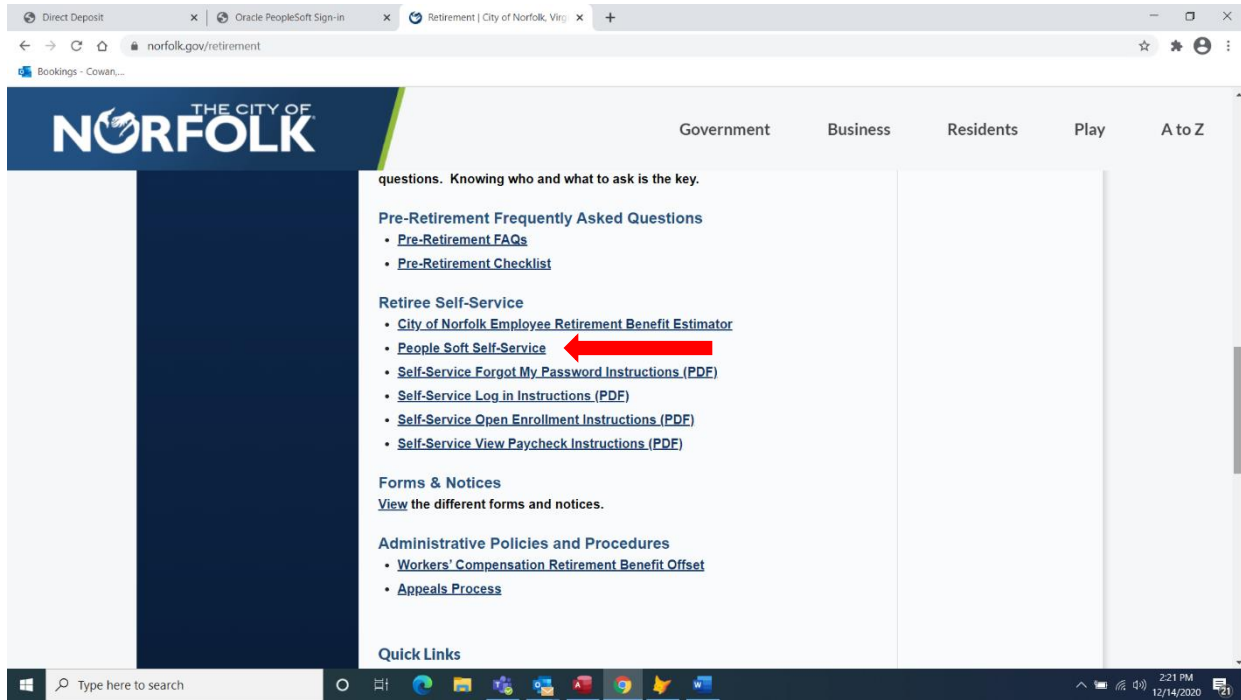


Self-Service Federal Tax Change For Retirees

1. Go to City of Norfolk's web site: www.norfolk.gov/retirement
2. Click on PeopleSoft Self-Service hyperlink.

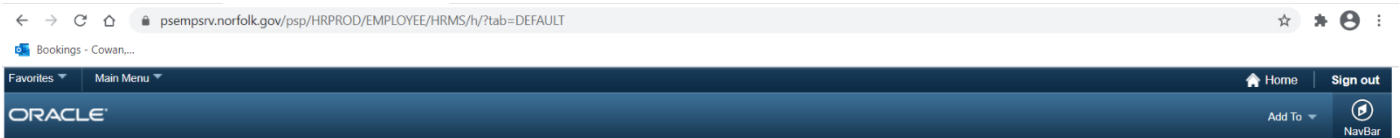


NOTE: *If you have not signed on before please review the Self-Service Log in Instructions before continuing with these instructions.*

3. Enter your user id (retiree's employee id) and password. Then, click Sign In. *(Your password must be at least seven characters and include one capital letter, one number and one special character. If you are having a problem with your password, please contact the City of Norfolk IMPACT Care Center at 757-664-6510 for assistance Monday through Friday between 7:00 am and 6:00 pm.)*



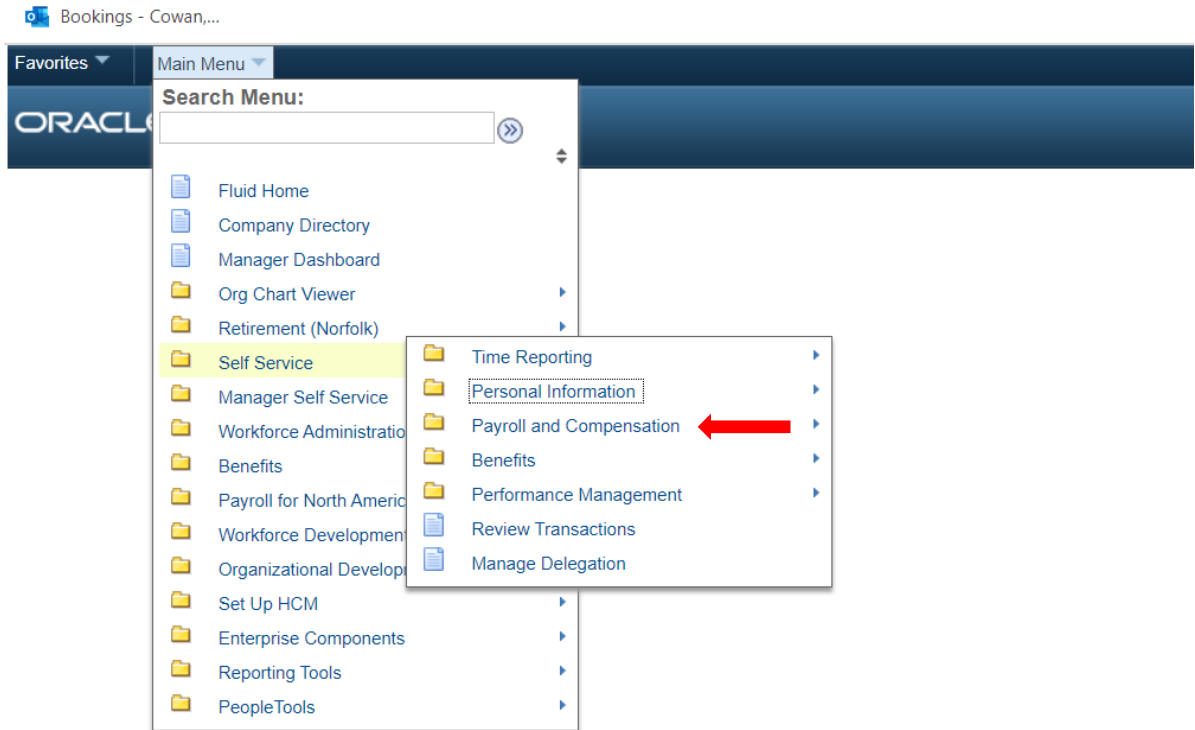
4. Click on the Main Menu tab at the top of the page.



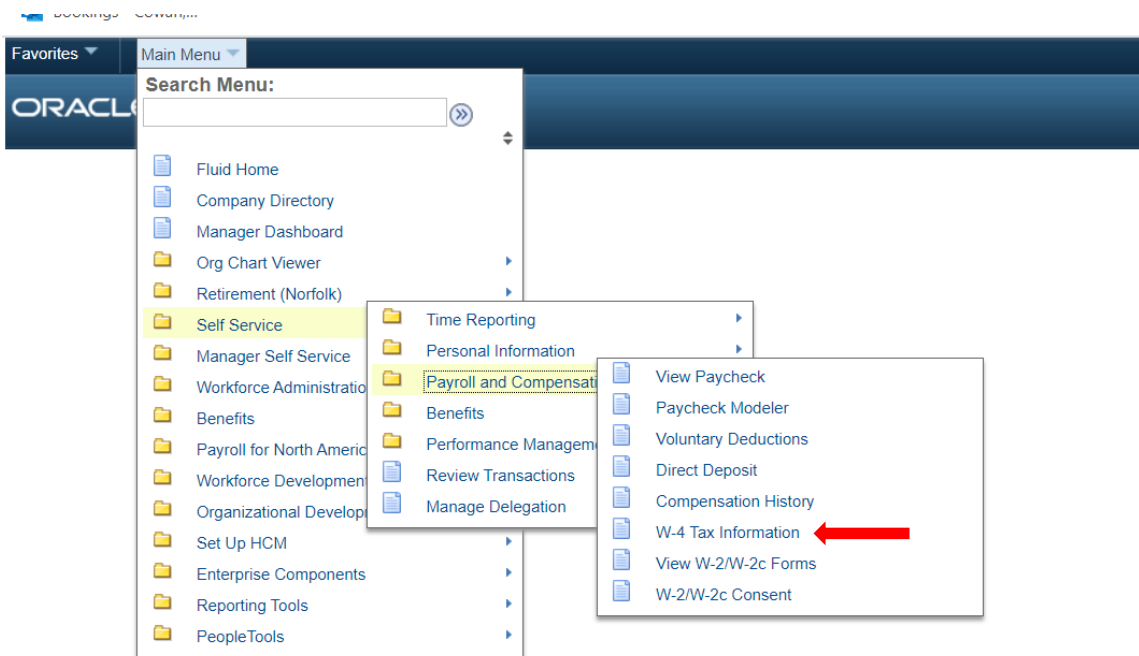
5. Click on Self-Service.



6. Click on Payroll and Compensation.



7. Next, click on W-4 Tax Information.



8. Once opened, you will see your current federal tax information. Update accordingly and click Submit.

ORACLE

W-4 Withholding Certificate

Social Security Number

City of Norfolk

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).

Complete Steps 2 through 4 ONLY if they apply to you. To see if you are exempt from withholding or you have concerns about your privacy, see instructions for Form W-4 on the IRS website.

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

Complete Steps 3 through 4(b) on Form W-4 for only one of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3 through 4(b) on the Form W-4 for the highest paying job.)

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

Multiply the number of other dependents by \$500

Other tax credits

Total

Step 4: Other Adjustments

[View Instructions](#)

(a) Other Income

(b) Deductions

(c) Extra Withholding

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:

- 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.



Please note: Currently there is not an option to update the VA-4 information. You will need to submit a Income Tax & Withholding Request form and submit to the Norfolk Employees' Retirement System office.

9. Once completed, sign out by click Sign Out at the top left-handed corner.

