



MedStar Health

Last modified: April 2023

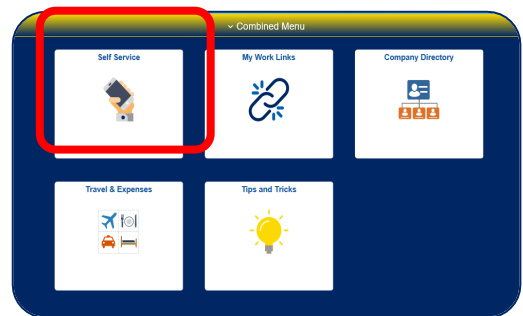
Update home address; view, update, and submit state and federal (W-4) tax forms

PeopleSoft Employee Self Service job aid

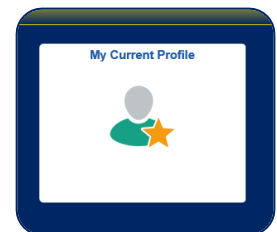
Use this job aid to view and manage your:

- Home address—see steps 1-5
- Tax information, including state and federal (W-4) tax forms—see steps 6-10

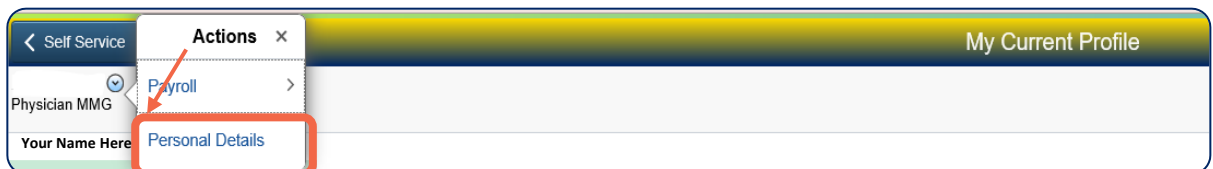
- 1 After logging into PeopleSoft, select the **Self Service** tile.



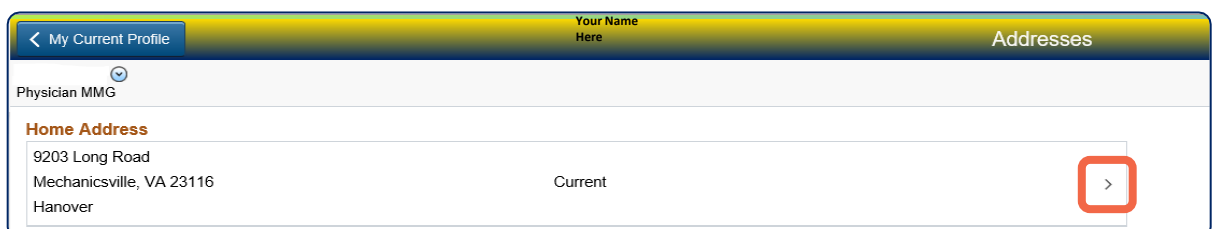
- 2 Click the **My Current Profile** tile.



- 3 Click the **blue drop-down arrow** next to your name. Then, **Personal Details**.



- 4 On the **Addresses** page, click the **>** on the right side of your “current” home address.





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Update address.

1. Click the calendar icon on the right side of the “Change As of” field to select the date your new address took effect (date must be current or in the future)
2. Update each address field, as needed.
3. Click “Save.”
 - If your state of residence has changed, go to step 6 and download a new state tax form. A tax form for your new state will be posted when you save your new address.
Note: If no form exists in PeopleSoft for the state you have selected, you will receive an instructional message.
 - If your state of residence has not changed, you will return to the “Personal Details” screen. Click the “Home” button for step 9.

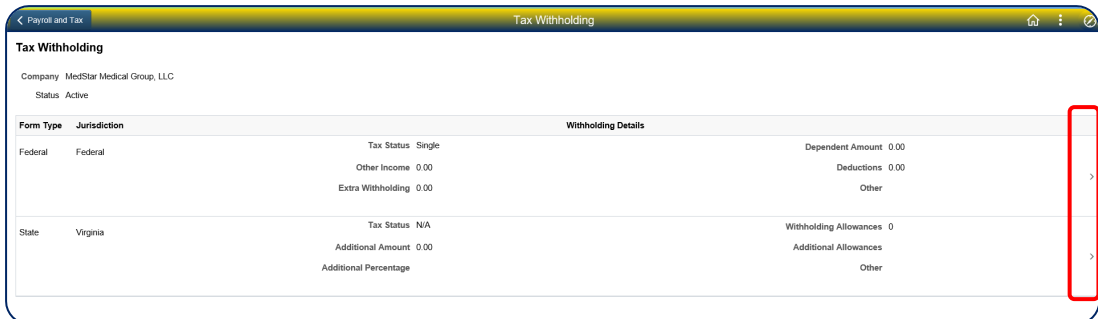
6

Review State and Federal (W-4) Withholding Information.

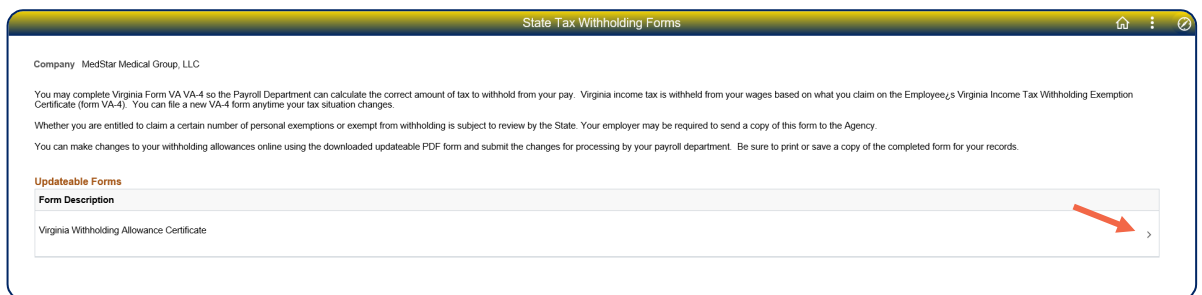
Your “**Tax Withholding**” can be viewed through **Self Service > Payroll and Tax > Tax Withholding**.

7 Download tax forms.

1. If you live and work in different states, you may be able to view the form for each state. **Click the arrow icon** at the far right to view each form as a PDF.
2. **Click “OK”** on the warning screen to **proceed**.



Form Type	Jurisdiction	Withholding Details
Federal	Federal	<p>Tax Status: Single</p> <p>Other Income: 0.00</p> <p>Extra Withholding: 0.00</p> <p>Dependent Amount: 0.00</p> <p>Deductions: 0.00</p> <p>Other: ></p>
State	Virginia	<p>Tax Status: N/A</p> <p>Additional Amount: 0.00</p> <p>Additional Percentage: ></p> <p>Withholding Allowances: 0</p> <p>Additional Allowances: ></p> <p>Other: ></p>



Company: MedStar Medical Group, LLC

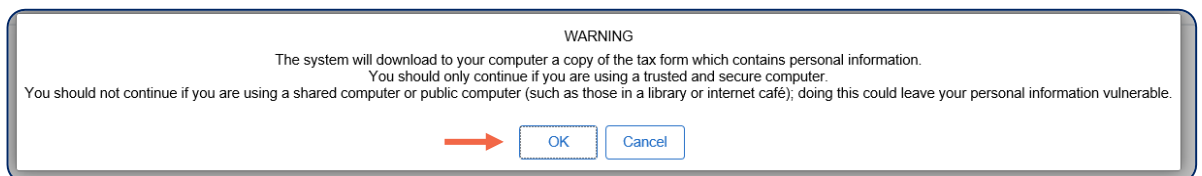
You may complete Virginia Form VA-4 so the Payroll Department can calculate the correct amount of tax to withhold from your pay. Virginia income tax is withheld from your wages based on what you claim on the Employee's Virginia Income Tax Withholding Exemption Certificate (form VA-4). You can file a new VA-4 form anytime your tax situation changes.

Whether you are entitled to claim a certain number of personal exemptions or exempt from withholding is subject to review by the State. Your employer may be required to send a copy of this form to the Agency.

You can make changes to your withholding allowances online using the downloaded updateable PDF form and submit the changes for processing by your payroll department. Be sure to print or save a copy of the completed form for your records.

Updateable Forms

Form Description
Virginia Withholding Allowance Certificate >



WARNING

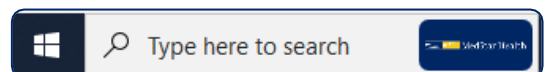
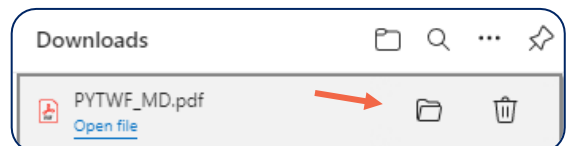
The system will download to your computer a copy of the tax form which contains personal information. You should only continue if you are using a trusted and secure computer.

You should not continue if you are using a shared computer or public computer (such as those in a library or internet café); doing this could leave your personal information vulnerable.

OK
Cancel

8 Open tax forms in Adobe Acrobat

1. Click **“Show in Folder”** to access the **tax form** when it presents as a download in the upper right corner of your screen.
2. Alternatively, you can type **File Explorer** in your Windows search bar in the lower left corner of your screen.



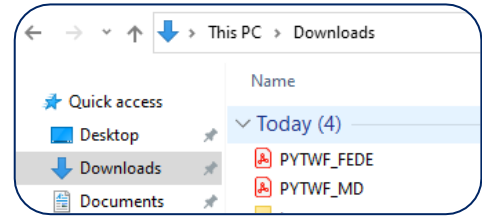


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From **File Explorer**, right-click on your tax form and select **Open in Adobe Acrobat**.

Note: You must download the file and view it in Adobe Acrobat. You will not be able to submit the form while viewing the file in your browser.



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Complete new tax form.

1. Fill in the editable fields (highlighted in blue) when your tax form opens in Adobe Acrobat.
2. Click **"Submit"** when you are done.
 - **Note:** Adobe will submit the data to PeopleSoft to update your tax data record. This process will ensure the applicable tables are properly updated.

Home Tools PYTWF_VA.pdf x Sign In

Detach here and give the certificate to your employer. Keep the top portion for your records.

FORM VA-4 EMPLOYEE'S VIRGINIA INCOME TAX WITHHOLDING EXEMPTION CERTIFICATE

Your Social Security Number: 123-45-6789 Name: Mayor, Nichole

Street Address: 9203 Long Road

City: Mechanicsville State: VA Zip Code: 23116

COMPLETE THE APPLICABLE LINES BELOW

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

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

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

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

2. Enter the amount of additional withholding requested (see instructions):

3. I certify that I am not subject to Virginia withholding. I meet the conditions set forth in the instructions (check here) ☐

4. I certify that I am not subject to Virginia withholding. I meet the conditions set forth Under the Service member Civil Relief Act, as amended by the Military Spouses Residency Relief Act (check here) ☐

Mayor, Nichole 09/19/2019

Signature Date

EMPLOYER: Keep exemption certificates with your records. If you believe the employee has claimed too many exemptions, notify the Department of Taxation, P.O. Box 1115, Richmond, Virginia 23218-1115, telephone (804) 367-8037. Note: Employers may establish a system to electronically receive Forms VA-4 from employees, provided the system meets Internal Revenue Service requirements as specified in § 31.3402-10(c)(3)(ii)(B) (see instructions).

Submit

Search 'Redact'

Export PDF

Create PDF

Edit PDF

Comment

Combine Files

Organize Pages

Redact

Protect

Optimize PDF

Convert and edit PDFs with Acrobat Pro DC

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Review confirmation message.

- **Confirm** your submission by entering your **network ID and password** and clicking **"OK."**
- You can either save the form or close the PDF window at this time.

Windows Security

AcroRd32

The server ptm01erpd25.medstar.net is asking for your user name and password.

That server also reports: "PeopleSoft Enterprise PeopleTools".

Warning: Your user name and password will be sent using basic authentication on a connection that isn't secure.

TSTAM1

Remember my credentials

OK Cancel

The changes you have made to your Employee Withholding Allowance Certificate have been successfully submitted on 2019-09-19. You can scroll to the next page to view your saved data or print/save a copy of this document for your records.

Please be advised when you close this document the original PDF document remains open for your reference. To exit the application process, you will need to close both the original and the updated PDF documents.

If you need to make additional changes, you must navigate back to the Tax Withholding Forms page and begin the process again.