

State California DE-4 Tax Withholding Instructions

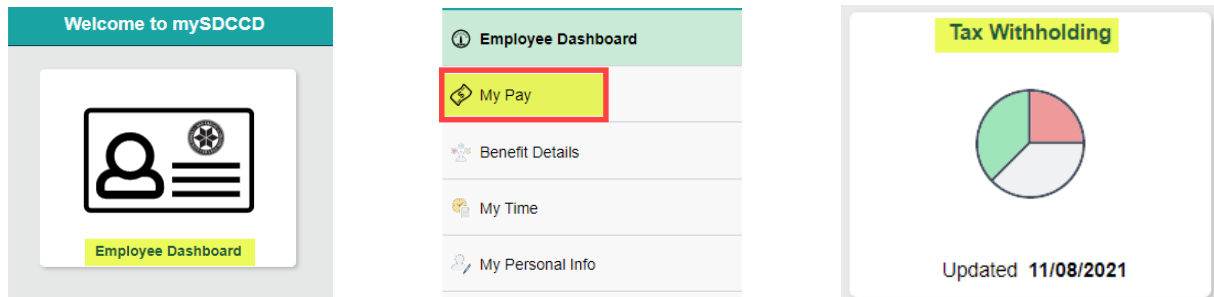
Using Google Chrome

Log in to PeopleSoft via the District website's homepage <https://www.sdccd.edu>. Click **MySDCCD** in the header to access your Employee Dashboard.



Then go to My Pay.

Click on **Employee Dashboard** to access Self Service tiles. Select **My Pay** from the Employee Dashboard, then click on the **Tax Withholding** tile.



This enables you to view your current tax elections and change either your Federal W-4 (Employee's Withholding Certificate) or your California DE-4 (Employee's Withholding Allowance Certificate) form.

Payroll Tax Withholding

Company: San Diego Comm College Dist
Status: Active

Form Type	Jurisdiction	Withholding Details
Federal	Federal	Federal W-4 Tax Status: Married Other Income: 0.00 Extra Withholding: 0.00 Dependent Amount: 2000.00 Deductions: 0.00 Other: >
State	California	California DE-4 Tax Status: Married Additional Amount: 0.00 Additional Percentage: > Withholding Allowances: 3 Additional Allowances: > Other: >

To update your state taxes, click on the State Withholdings Detail.

Tax Withholding

Company San Diego Comm College Dist
Status Active

Form Type	Jurisdiction	Withholding Details		
Federal	Federal	Tax Status Married	Dependent Amount 2000.00	
		Other Income 0.00	Deductions 0.00	>
		Extra Withholding 0.00	Other	
State	California	Tax Status Married	Withholding Allowances 3	
		Additional Amount 0.00	Additional Allowances	>
		Additional Percentage	Other	

You will get a pop up screen for the State Tax Withholding Forms. Click on the California Withholding Allowance Certificate.

State Tax Withholding Forms



Company San Diego Comm College Dist

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

Whether you are entitled to claim a certain number of allowances or exemptions 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
California Withholding Allowance Certificate

Updateable Forms

You will get another pop up warning. Read the warning and click ok. **NOTE:** As a precautionary measure, you should not update your tax forms on a public computer.

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

VERY IMPORTANT-FOLLOW INSTRUCTIONS CLOSELY

Failure to do so will result in your form NOT being submitted.

Critical Step: A PDF will be created. Click on the arrow and select “Always open with system viewer”..

State Tax Withholding Forms

Company San Diego Comm College Dist

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Updateable Forms

Form Description
California Withholding Allowance Certificate

Open
Open with system viewer
Always open with system viewer
Show in folder
Cancel

PYTWF_CA (4).pdf

Your name, address, and social security number will be pre-populated.

- If your address is inaccurate, update through Employee Self Service.
- If your name is inaccurate, contact the [Benefits' Office](#) at the Human Resources District Office.

IMPORTANT: Name must match what is on your social security card. If it does not match, contact the Social Security Administration and/or verify it is accurate within the PeopleSoft system.



Submit

EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE

Complete this form so that your employer can withhold the correct California state income tax from your paycheck.

Enter Personal Information	
First, Middle, Last Name Mickey Mouse	Social Security Number 111-11-1111
Address 1234 Disneyland Way	Filing Status
City, State, and ZIP Code San Diego, CA 92	☐ SINGLE or MARRIED (with two or more incomes) ☒ MARRIED (one income) ☐ HEAD OF HOUSEHOLD

Complete the W-4 DE-4 the same way you would a paper form.

- Make an election under Filing Status (required).
- Follow the instructions and use the appropriate worksheet for your situation. The worksheets are pages 3 and 4 of the Withholding Allowance Certificate.
- The data you enter on worksheet A & B will auto populate the form. If you wish to enter additional amount to be withheld, enter directly on step 2 (fillable field)

1. Use Worksheet A for Regular Withholding allowances. Use other worksheets on the following pages as applicable.

1a. Number of Regular Withholding Allowances (Worksheet A) 0

1b. Number of allowances from the Estimated Deductions (Worksheet B, if applicable.) 0

1c. Total Number of Allowances you are claiming 0

2. Additional amount, if any, you want withheld each pay period (if employer agrees), (Worksheet C) 0

OR

Exemption from Withholding

3. I claim exemption from withholding for 2021, and I certify I meet both of the conditions for exemption.

OR

4. I certify under penalty of perjury that I am **not subject** to California withholding. I meet the conditions set forth under the Service Member Civil Relief Act, as amended by the Military Spouses Residency Relief Act and the Veterans Benefits and Transition Act of 2018.

Under the penalties of perjury, I certify that the number of withholding allowances claimed on this certificate does not exceed the number to which I am entitled or, if claiming exemption from withholding, that I am entitled to claim the exempt status.

Employee's Signature Mickey Mouse

Date 2021-11-12

1a. Will populate from your elections on worksheet A

1b. Will populate from your elections on worksheet B

(Check box here) ☐

(Check box here) ☐

Step 2- Enter directly, does not populate from worksheet C



Once complete, scroll all the way to the top of the first page to verify your elections and then click on Submit.



EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE

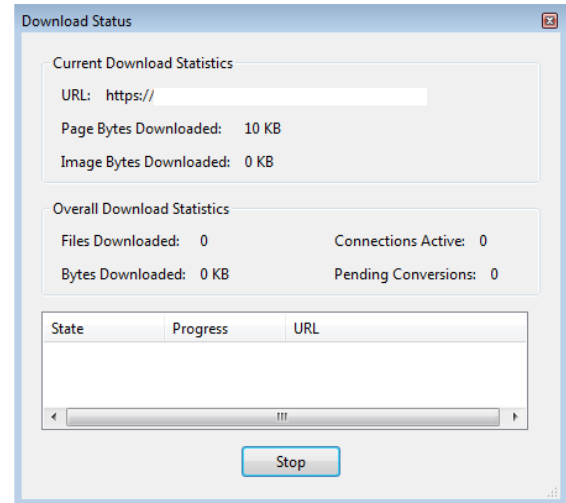
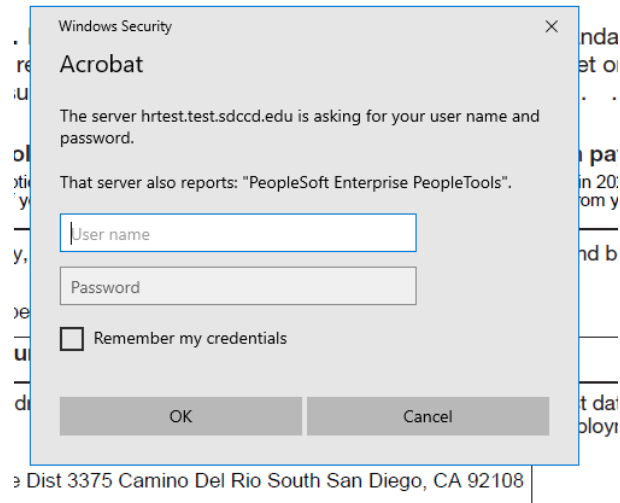
Submit



Complete this form so that your employer can withhold the correct California state income tax from your paycheck.

Enter Personal Information	
First, Middle, Last Name <u>Mickey Mouse</u>	Social Security Number <u>111-11-1111</u>
Address <u>1234 Disneyland Way</u>	Filing Status ☐ SINGLE or MARRIED (with two or more incomes) ☒ MARRIED (one income) ☐ HEAD OF HOUSEHOLD
City, State, and ZIP Code <u>San Diego, CA 92</u>	

Upon clicking on submit, you will get a pop up to recertify your credentials. Use the same username and password you login to PeopleSoft with, and then click ok. Upon clicking on OK, you will get a pop up. **Do not** click on stop. Let the process run. Once the process is complete, the pop up will go away.



You will get a confirmation that the changes you have made were successfully submitted. Close the confirmation document, you may save it for your records if you choose however, saving is not required. Close the Adobe PDF Withholding Form, you may save for your records if you choose, however, saving is not required.



The changes you have made to your Employee Withholding Allowance Certificate have been successfully submitted on 2021-11-11.

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.

To verify your changes have been made, go back to the Employee Dashboard. Click on **My Pay**, this will bring up your Payroll tiles. Click on the **Tax Withholding** tile. This enables you to view your current tax elections and confirm that the changes you made were successful.

Payroll

Tax Withholding

Home

Tax Withholding

Company

San Diego Comm College Dist

Status

Active

Form Type	Jurisdiction	Withholding Details			
Federal	Federal	Tax Status	Married	Dependent Amount	2000.00
Federal W-4		Other Income	0.00	Deductions	0.00
		Extra Withholding	0.00	Other	
State	California	Tax Status	Married	Withholding Allowances	3
California DE-4		Additional Amount	0.00	Additional Allowances	
		Additional Percentage		Other	