SDCCD
San Diego Community College District
3375 Camino del Rio South, San Diego, CA 92108
People, Culture, and Technology Services [Human Resources] - Employee Services Department
Employment | Compensation | Benefits | Payroll | Payroll Accounting | Retirement Services

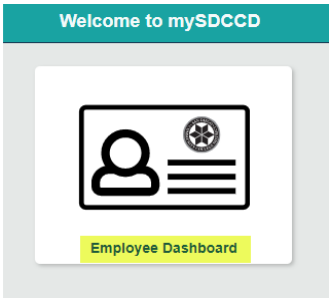
State California DE-4 Tax Withholding Instructions

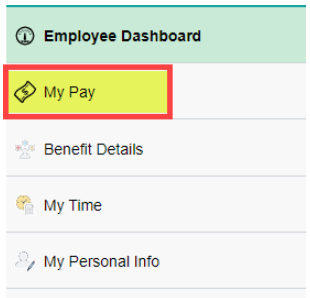
Using Internet Explorer

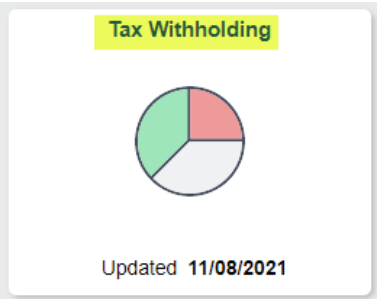
Log in to PeopleSoft via the District website's homepage https://www.sdccd.edu. Click **MySDCCD** in the header to access your Employee Dashboard.

Then go to My Pay.

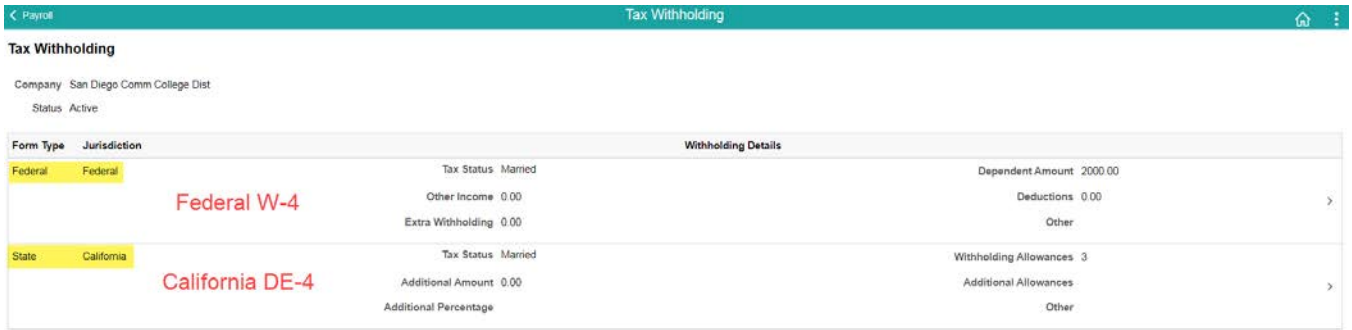
Click on **Employee Dashboard** to access Self Service tiles. Select **My Pay** from the Employee Dashboard, then click on the **Tax Withholding** tile.



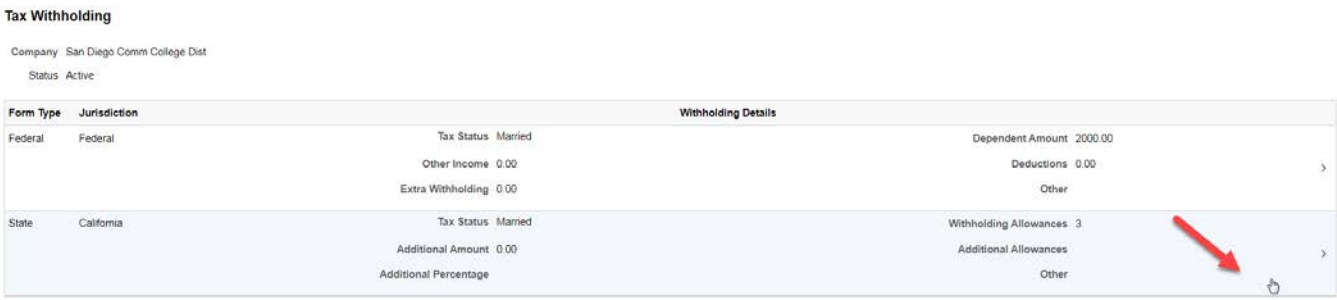




This enables you to view your current tax elections and change either your Federal W-4 (Employee's Withholding Certificate) or your California DE-4 (Employee's Withholding Allowance Certificate) form.

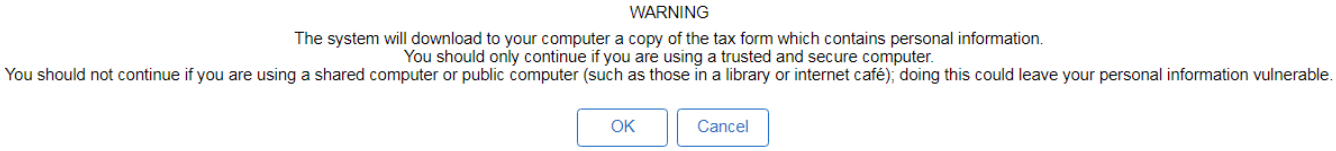


To update your state taxes, click on the State Withholdings Detail.



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

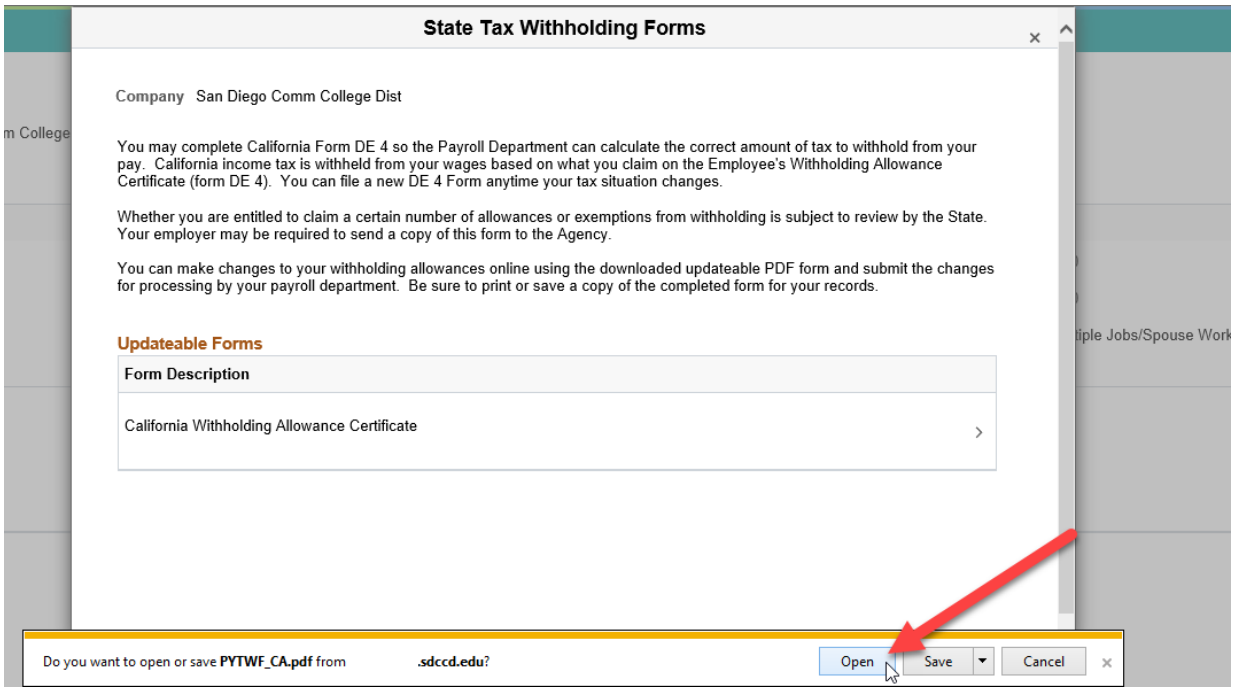
You will get another pop up warning. Read the warning and click ok. **NOTE:** As a precautionary measure, you should not update your tax forms on a public computer.

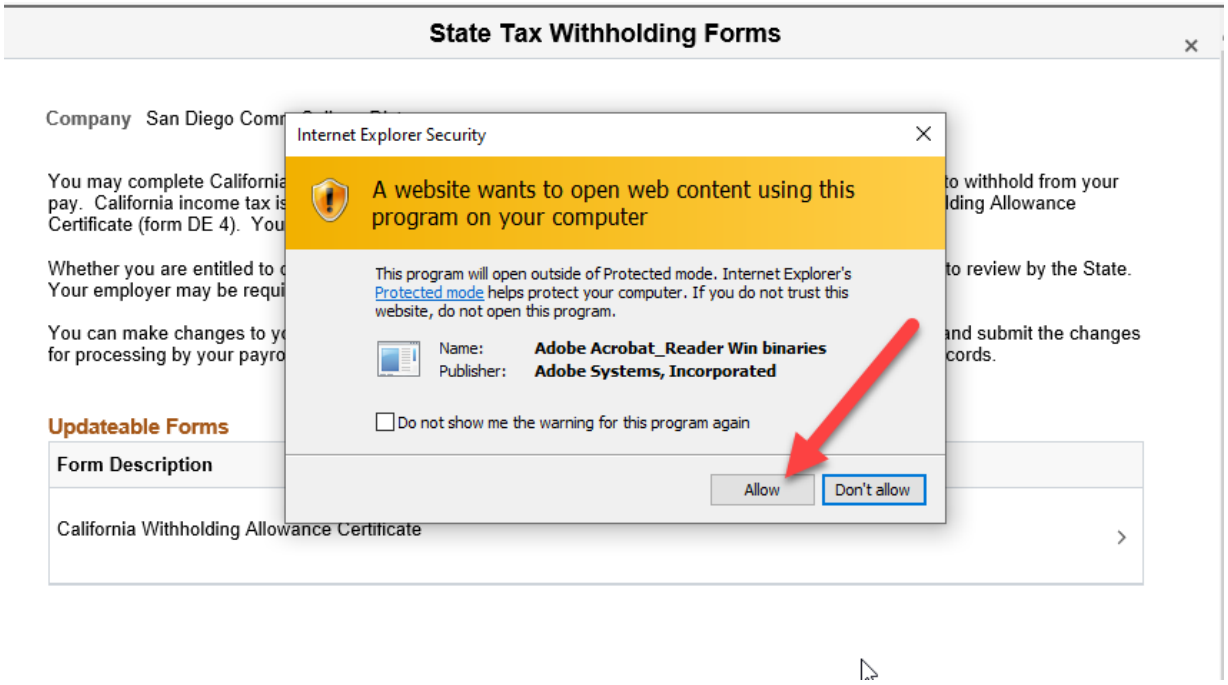


VERY IMPORTANT-FOLLOW INSTRUCTIONS CLOSELY

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

Click open. An Internet Explorere Security window will appear, click allow





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

Employment Development Department
State of California

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 City, State, and ZIP Code San Diego, CA 92	Filing Status ☐ 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.)
   - 1c. Total Number of Allowances you are claiming 0

1a. Will populate from your elections on worksheet A

1b. Will populate from your elections on worksheet B

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

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

OR

Exemption from Withholding

3. I claim exemption from withholding for 2021, and I certify I meet both of the conditions for exemption. (Check box here)

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. (Check box here)

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

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

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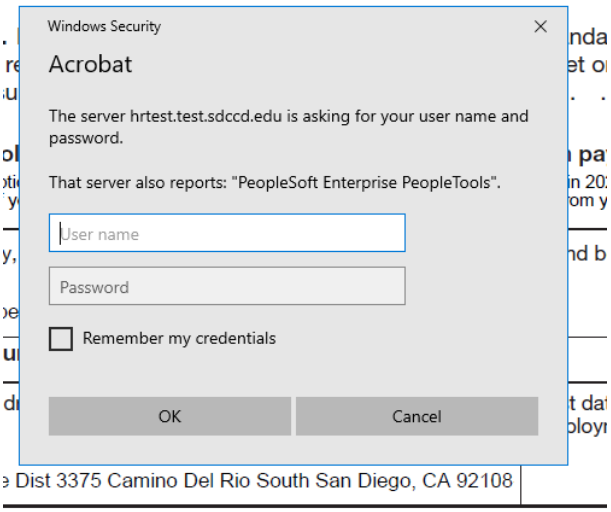
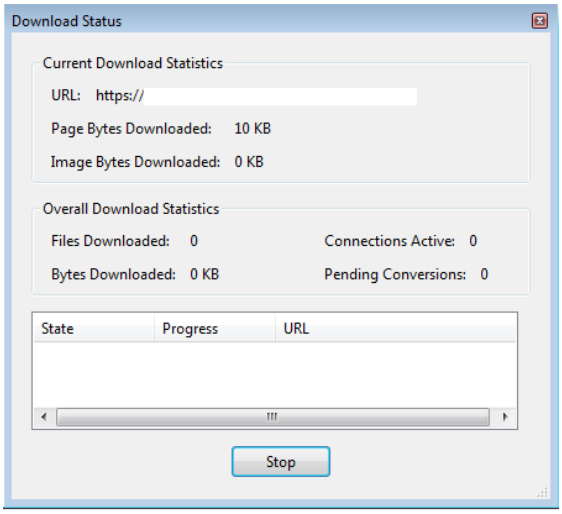
Upon clicking on submit, you will get a pop up to recertify your credentials. Use the same username and password you login to PeopleSoft with, and then click ok. Upon clicking on OK, you will get a pop up. **Do not** click on stop. Let the process run. Once the porcess is complete, the pop up will go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