



Auditor-Controller Central Payroll Electronic W-4 and DE-4 Procedure

Date Created: January 14, 2020

Revised Date(s):

Electronic W-4 and DE-4 filing

Policy: The County of Orange employees will utilize the Employee Self Service (ESS) section on the [OC Employee Portal Application](#) to file Form W-4 (Federal) Employee's Withholding Certificate and DE-4 (State) Employee's Withholding Allowance Certificate

Authority: IRS § 31.3402(f)(5)-1(c) allows employers to establish a system for employees to file withholding exemption certificates electronically instead of a paper copy.

An employee may complete a paper copy W-4/DE-4 by contacting w4formquestions@ac.ocgov.com with a "serious objection" to using the electronic system or whose access to or ability to use the online form is limited.

Benefits of submitting form W-4 and DE-4 through ESS Portal

- ESS displays current W-4 and DE-4 elections
- ESS displays the changes made and the pay period the change in elections will be effective
- Provides quicker setup of withholding than traditional paper process
- Provides an email confirmation of withholding submission **and** a PDF version of the W-4/DE-4 attached for reference
- Eliminates the W-4/DE-4 statement from getting lost, misdirected, delayed or incorrectly keyed
- Employees can submit multiple forms easily throughout the year
- ESS displays links to the IRS website to assist in completing the W4 form

IRS Withholding Calculator

The Withholding Calculator (link below) is a tool on IRS.gov designed to help employees determine the right amount of tax withholding from their paychecks. It is a more accurate alternative to the worksheets that accompany the W-4 Forms. The Withholding Calculator has been updated to reflect the tax law changes in the Tax Cuts and Jobs Act signed into law December 2017. When taxpayers use the Withholding Calculator, it will help them determine if they need to adjust their withholding and submit a new W-4 form to their employer.

Website for IRS withholding calculator: <https://www.irs.gov/individuals/tax-withholding-estimator>

Employees are responsible for accurately completing the W-4 form and should go to IRS website for questions or assistance with completing the W-4 form or contact a personal tax professional.

The IRS has also published Frequently Asked Questions that you may find helpful as you complete the form (<https://www.irs.gov/newsroom/faqs-on-the-draft-2020-form-w-4>).



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How to submit a W-4 and DE-4 forms

Log into the [OC Employee Portal](#)

The screenshot shows a web browser window displaying the OC Employee Portal login page. The URL is https://empinfo.ocgov.com/OCEmployeePortal/public/Logon.aspx. The page features the OC Employee Portal logo and the date January 14, 2020. The login form includes fields for Login ID and Password, both marked as required. There is a Forgot Password link and buttons for Login, Clear, and First Time User. A red arrow points to the First Time User button. Another red arrow points to the CONTACT US envelope icon in the footer.

FAQs:

1. This is my first time logging into the OC Employee Portal. What do I do?
Select the First Time User button on the screen and follow the directions.
2. I have locked myself out of the OC Employee Portal and need to be reset. What do I do?
Select the CONTACT US envelope icon to get a list of contacts that can assist by department.

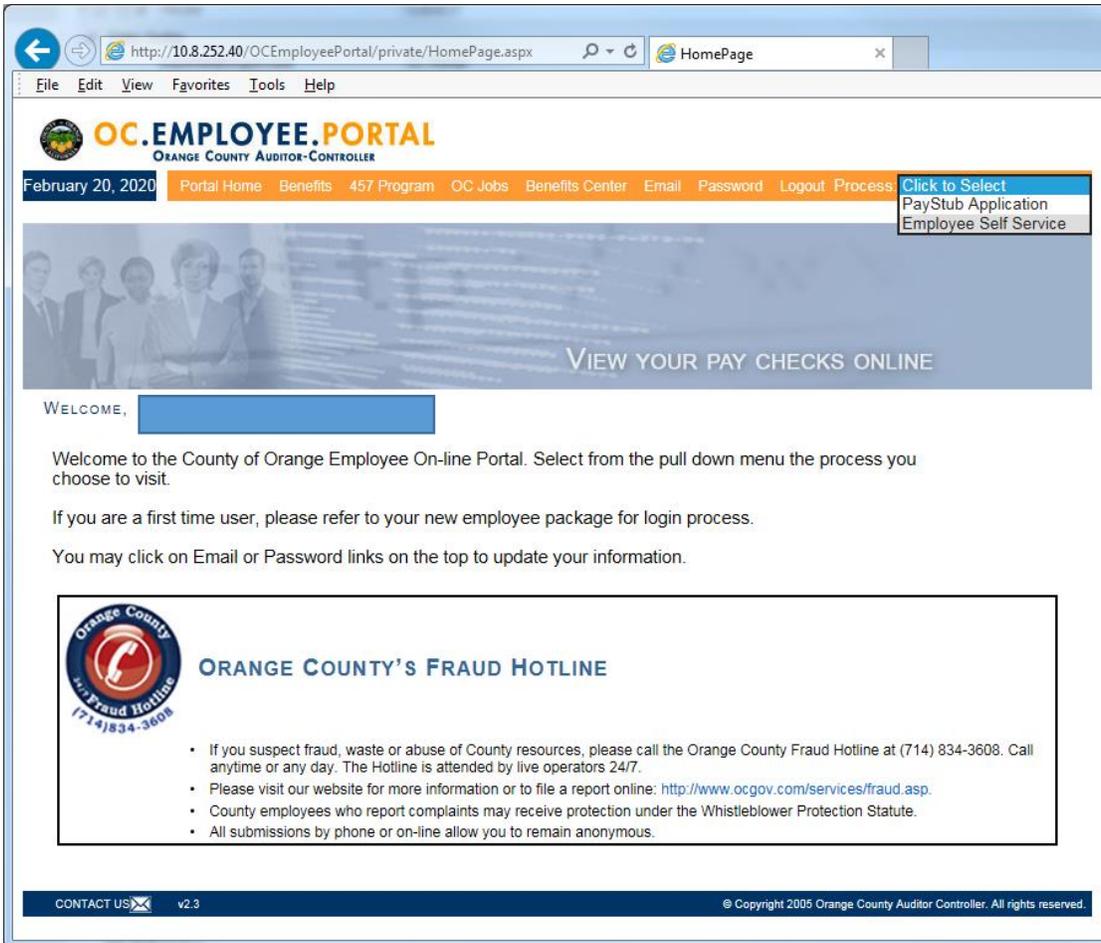


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Click on the drop-down arrow next to Click to Select and select the Employee Self Service (ESS) link



Click on the Self-Service Areas menu and select W-4/DE-4 from the drop down list



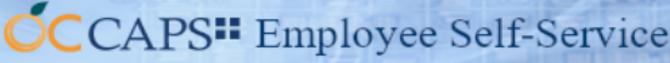
The current W-4/DE-4 screen opens showing current selections. Select **Enter a new W-4** button to update your withholdings for W-4 and DE-4 forms.



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Home Self-Service Areas OC Employee Portal Home

Current W-4 / DE-4

Name: Home Department:
Employee ID: Email:

Welcome to the CAPS+ W-4 self-service application. Note that the W-4 form has changed substantially for 2020.
Your current withholding information is shown below:

Federal Status: null null	State Status: null null
Dependents: 0	Allowances: 0
Other Income: \$0	Additional Withholding: \$0
Deductions: \$0	
Additional Withholding: \$0	

←



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Entering new W-4 information

NOTES:

Information at the top of each step will display the following:

1. Details of the effective date this change will take place
2. General Instructions link – provide general information and links to the IRS withholding estimator to assist with completing W-4 Form
3. Specific Instructions link – provides the IRS detailed instructions for ALL of the W-4 sections
4. Icons – can be found next to a Step number. Click on these to open tips with IRS instructions for that step

Step 1: Enter Personal Information section– Name, Home Address and Employee ID number will infer from the CAPS+ HR/Payroll System.

Filing EXEMPT

Go to step 1b and select EXEMPT from the drop down menu. Steps 2 through 4 will be blocked and not allow further selection. Selecting EXEMPT will apply to both Federal and State. Select **Next Step** button to go directly to **Step 5: Sign Here** section

Enter New W-4

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. Your employer may be required to send a copy of this form to the IRS. If you submit an updated W-4 today before 5pm, your change will be applied to the Payroll system on 01/31/2020 and effective for your paycheck dated 02/07/2020.

[General Instructions](#) [Specific Instructions](#)

Step 1: Enter Personal Information

Your personal information has been loaded from the County HR system. If any of the details are incorrect, contact your HR representative to make changes.

1a Name: [Redacted]
Home Address: [Redacted]

1b Employee ID: [Redacted]

Exemption. You can claim exemption from withholding for 2020 if:
For 2019, you had **no** federal income tax liability, **and**
For 2020, you expect to have **no** federal income tax liability
If you meet both of these conditions, certify by choosing "Exempt" in the box here:
No further data entry is required and you can skip to [Step 5](#).

1c Federal Status: Single or Married filing separately
 Married or filing jointly (or Qualifying widow(er))
 Head of Household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual)

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

Exempt [x] v
Exempt

Cancel << Back Next Step >>

FAQs:

3. I have moved and my address is incorrect. Who do I contact to update address information?
Contact your HR department to update your address.
4. Why are the remaining steps on the W-4 and DE-4 shaded out?
When selecting EXEMPT none of the other steps are required.



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If not filing EXEMPT, follow the IRS W-4 instructions for completing the W-4 form.

You must first unselect Exempt in step 1b prior to completing Step 1c to select your Federal Status. To proceed, select the **Next Step** button to go to Step 2.

OC CAPS Employee Self-Service

Home Self-Service Areas OC Employee Portal Home

Enter New W-4

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. Your employer may be required to send a copy of this form to the IRS. If you submit an updated W-4 today before 5pm, your change will be applied to the Payroll system on 01/31/2020 and effective for your paycheck dated 02/07/2020.

[General Instructions](#) [Specific Instructions](#)

Step 1: Enter Personal Information

Your personal information has been loaded from the County HR system. If any of the details are incorrect, contact your HR representative to make changes.

1a Name: [Redacted]
Home Address: [Redacted]

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

1b Employee ID: [Redacted]

Exemption. You can claim exemption from withholding for 2020 if:
For 2019, you had **no** federal income tax liability, **and**
For 2020, you expect to have **no** federal income tax liability
If you meet both of these conditions, certify by choosing "Exempt" in the box here:
No further data entry is required and you can skip to [Step 5](#).

1c Federal Status:

- Single or Married filing separately
- Married or filing jointly (or Qualifying widow(er))
- Head of Household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

Step 2: Multiple Jobs or Spouse Works section. Follow IRS instructions to determine if Box in Step 2 should be selected. Select **Next Step** button to go to **Step 3: Claim Dependents** section.

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Enter New W-4

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. Your employer may be required to send a copy of this form to the IRS. If you submit an updated W-4 today before 5pm, your change will be applied to the Payroll system on 01/31/2020 and effective for your paycheck dated 02/07/2020.

[General Instructions](#) [Specific Instructions](#)

Step 2: Multiple Jobs or Spouse Works

Complete steps 2 through 4 ONLY if they apply to you. To see if you are exempt from withholding or if you have concerns about your privacy, see instructions. Everyone must complete [Step 5](#).

Complete this step if you:
Hold more than one job at a time, or
Are married filing jointly and your spouse also works.
The correct amount of withholding depends on income earned from all of these jobs.

CAUTION: If you have privacy concerns, choose (a) or (b). If you and/or your spouse have income from self-employment, including as an independent contractor, choose (a)

2 **Multiple Jobs.** Do **only one** of the following.
(a) Use the estimator at www.irs.gov/W4App for most accurate withholding; **or**
(b) Use the Multiple Jobs Worksheet on page 3 and enter the result on line 4c in section 4 for roughly accurate withholding; **or**
(c) 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.



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Step 3: Claim Dependents section. Follow IRS instructions to determine amount (if any) to be entered into the appropriate fields in Step 3. Select **Next Step** button to go to **Step 4: Other Adjustments (optional)** section.

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Enter New W-4

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. Your employer may be required to send a copy of this form to the IRS. If you submit an updated W-4 today before 5pm, your change will be applied to the Payroll system on 01/31/2020 and effective for your paycheck dated 02/07/2020.

[General Instructions](#) [Specific Instructions](#)

Step 3: Claim Dependents

Complete steps 2 through 4 ONLY if they apply to you. To see if you are exempt from withholding or if you have concerns about your privacy, see instructions. Everyone must complete [Step 5](#).

Complete lines 3 through 4b on the 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 4b on the Form W-4 for the highest paying job.)

3 Dependents. If your income will be \$200,000 or less (\$400,000 or less if married filing jointly) (see instructions)

Enter the number of qualifying children under age 17: X \$2,000 = \$4,000

Enter the number of other dependents: X 500 = \$0

Add the amounts above: = \$4,000

Cancel << Back Next Step >>



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Step 4: Other Adjustments (optional) section. Follow IRS instructions to determine amounts (if any) to be entered into Step 4a, 4b, and/or 4c fields. Select **Next Step** button to go to **DE4: State Allowances and Withholding** form section.

CCAPS Employee Self-Service

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Enter New W-4

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. Your employer may be required to send a copy of this form to the IRS. If you submit an updated W-4 today before 5pm, your change will be applied to the Payroll system on 01/31/2020 and effective for your paycheck dated 02/07/2020.

[General Instructions](#) [Specific Instructions](#)

Step 4: Other Adjustments (optional)

Complete steps 2 through 4 ONLY if they apply to you. To see if you are exempt from withholding or if you have concerns about your privacy, see instructions. Everyone must complete [Step 3](#).

Complete lines 3 through 4b on the 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 4b on the Form W-4 for the highest paying job.)

4a **Other income.** If you want tax withheld for other income you expect this year that will not have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income. You should not include income from any jobs.:

4b **Deductions.** If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here.:

4c **Extra withholding.** Enter any additional amount you want withheld each pay period.:

Cancel << Back Next Step >>

DE4: State Allowances and Withholding section. Select State Status, enter withholding allowances and any additional amount to be withheld in the appropriate fields and select **Next Step** button to go to **Step 5: Sign Here** section.

CCAPS Employee Self-Service

Home Self-Service Areas OC Employee Portal Home

Enter New W-4

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. Your employer may be required to send a copy of this form to the IRS. If you submit an updated W-4 today before 5pm, your change will be applied to the Payroll system on 01/31/2020 and effective for your paycheck dated 02/07/2020.

[General Instructions](#) [Specific Instructions](#)

DE4: State Allowances and Withholding

This section applies only to your State of California withholdings. It will be submitted as a separate form to the State, as needed.

State Status: Single or Married (with two or more incomes)
 Married (one income)
 Head of Household

S1 Total number of allowances you are claiming:

S2 Additional amount of state income tax to be withheld from each paycheck:

Cancel << Back Next Step >>



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Step 5: Sign Here section. Select the **Sign & Submit** button. An email confirmation dialog window will appear. Enter / confirm the email address of where the PDF copy of your W-4/DE-4 is to be sent (work or personal). Select the **Send Confirmation** button.

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Enter New W-4

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. Your employer may be required to send a copy of this form to the IRS. If you submit an updated W-4 today before 5pm, your change will be applied to the Payroll system on 01/31/2020 and effective for your paycheck dated 02/07/2020.

[General Instructions](#) [Specific Instructions](#)

Step 5: Sign Here

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

01/29/2020

Sign & Submit

Email Confirmation

Your Form W-4 has been submitted! You will receive a confirmation at your County email address indicated below. You may enter a personal email address instead if you prefer.

Email: [text input]

Send Confirmation

Confirmation Page will display with the new selections and details of when the change will be effective. Select the Print W-4 Form to print the form.

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Current W-4 / DE-4

Name: [text input] Home Department: [text input]
Employee ID: [text input] Email: [text input]

Welcome to the CAPS+ W-4 self-service application. Note that the W-4 form has changed substantially for 2020. Your current withholding information is shown below:

The withholding details below are from a W-4 you recently submitted. The change will be applied to the Payroll system on 01/31/2020 and effective for your paycheck dated 02/07/2020

Federal Status: M Married filing jointly (or Qualifying widow(er)) State Status: M Married (one income)
Dependents: 2 Allowances: 4
Other Income: \$0 Additional Withholding: \$50
Deductions: \$0
Additional Withholding: \$150

Enter a new W-4 Print W-4 Form



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EMAIL Sample

- Sender will be listed as: w4formquestions@ac.ocgov.com
- Copy of W-4/DE-4 information will be attached

Note: do not reply to these emails as it is not a monitored email box.

The screenshot shows an Outlook email window titled "Updated W-4 Submitted - Message (Plain Text)". The sender is "w4formquestions@ac.ocgov.com" and the subject is "Updated W-4 Submitted". The email contains a PDF attachment named "w4.pdf" (9 KB). The body of the email reads:

Dear [REDACTED]

Your W-4/DE-4 update has been submitted. The change will be applied to the Payroll system on 02/28/2020 and effective for your paycheck dated 03/06/2020. Here is your updated withholding information:

Name: [REDACTED]
Home Department: [REDACTED]
Employee ID: [REDACTED]
Email: [REDACTED]

Federal Status: M Married filing jointly (or Qualifying widow(er))
Dependents: \$4,000

Other Income: \$0
Deductions: \$0
Additional Withholding: \$100.00

State Status: M Married (one income)
Allowances: 4
Additional Withholding: \$50.00