Submitting tax status using NYCAPS Employee Self Service

Changing taxes in NYCAPS ESS

You can use NYCAPS Employee Self Service (ESS) to change the following tax statuses:

+ Federal and State/City marital status.
+ Federal and State withholding allowances.
+ Federal, State, and City additional amount.

You **cannot** use ESS:

+ To claim exempt.
+ To claim 10 or more federal allowances.
+ To claim 14 or more state allowances.

Important: Making any changes to your taxes will be applied to all payroll banks.

To claim exempt or a high number of allowances, you must use a paper application to change your tax withholdings. Fill out the appropriate forms:

+ Personal and Tax Data Change form

+ W-2 form if you are claiming more than 10 withholdings or tax exempt.

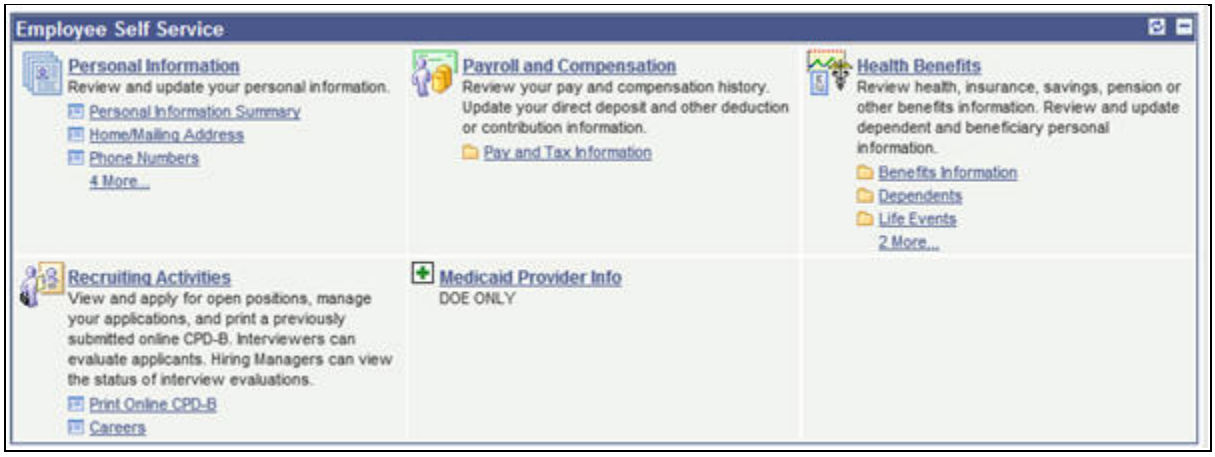
+ IT-2104 form if you are claiming more than 14 withholdings.

+ IT-2104-E form if you are claiming tax exempt for the state.

+ Withholding Certification Affirmation

To update your tax withholding using NYCAPS ESS:

1. Log into NYCAPS ESS here: nyc.gov/ess. After you log on, you will see the following screen:



2. Click the **Pay and Tax Information** link, and then click **Tax Withholding**.

3. The below screenshot shows that there are multiple, active jobs. If you have multiple active jobs, the tax withholding changes you make will apply to all paychecks.

4. You can review your current your tax withholdings by selecting either payroll bank.
   Note: On January 23, 2015, your tax withholdings for all payroll banks will be the same as your regular pay. **If you make a change, it will change ALL payroll banks.**

5. Click the **Change Withholding Info** button toward the bottom of the page.

Employee's Withholding Allowance Certificate

Employee ID	[redacted]
Name	[redacted]
Payroll Num	742 (ED PEDAGO Q)
Job Seq Num (JSN)	1

You have multiple active jobs.
Any changes made to withholding allowances will be applied to your paychecks in the following payroll numbers: 747(ED PER SES T) and 742(ED PEDAGO Q).

Current Withholdings Info

Federal

Tax Marital Status : Single

Withholding Allowances : 0

State/Local

Tax Status : Single

Withholding Allowances : 0

Additional amount withheld from each paycheck

Federal: $20.00

State: $15.00

Local: -

Additional Information and Instructions on completing W4 and IT-2104

Change Withholdings Info

Tax Marital Status of 'Single' applies to both 'Single' as well as 'Married but withholding at a higher Single Rate'.

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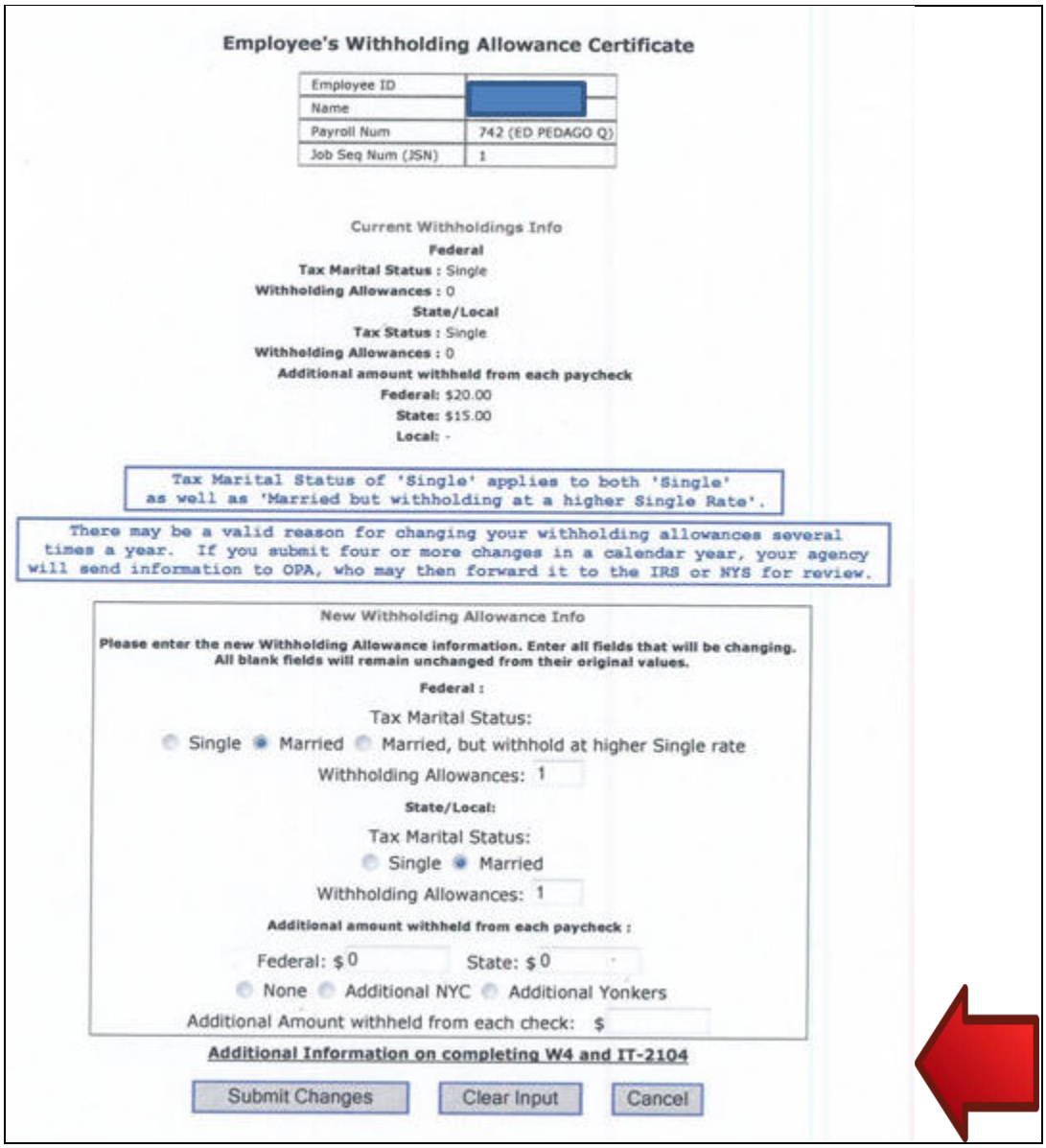


Employee's Withholding Allowance Certificate

Employee ID	[redacted]
Name	
Payroll Num	742 (ED PEDAGO Q)
Job Seq Num (JSN)	1

Current Withholdings Info

Federal

Tax Marital Status : Single

Withholding Allowances : 0

State/Local

Tax Status : Single

Withholding Allowances : 0

Additional amount withheld from each paycheck

Federal: $20.00

State: $15.00

Local: -

Tax Marital Status of 'Single' applies to both 'Single' as well as 'Married but withholding at a higher Single Rate'.

There may be a valid reason for changing your withholding allowances several times a year. If you submit four or more changes in a calendar year, your agency will send information to OPA, who may then forward it to the IRS or NYS for review.

New Withholding Allowance Info

Please enter the new Withholding Allowance information. Enter all fields that will be changing. All blank fields will remain unchanged from their original values.

Federal :

Tax Marital Status:

Single Married Married, but withhold at higher Single rate

Withholding Allowances: 1

State/Local:

Tax Marital Status:

Single Married

Withholding Allowances: 1

Additional amount withheld from each paycheck :

Federal: $ 0 State: $ 0

None Additional NYC Additional Yonkers

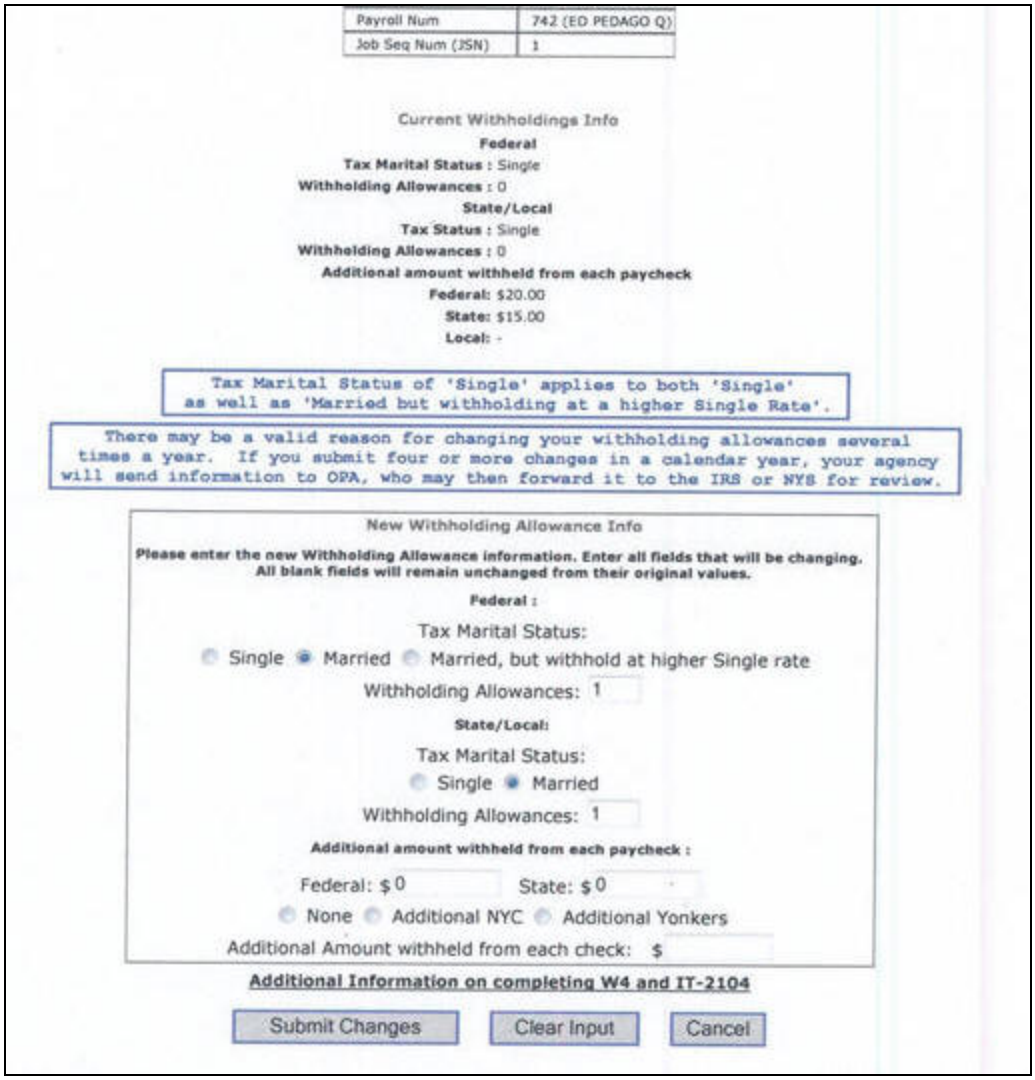
Additional Amount withheld from each check: $

Additional Information on completing W4 and IT-2104

Submit Changes Clear Input Cancel

6. To change your **Marital Status**, select the appropriate button. To change your **Withholding Allowances**, enter a number in the Withholding Allowances field(s). To change your **Additional Withholding**, enter a dollar amount in the Withholding Allowances field(s).

   Note: The **None** radio button ONLY refers to Additional NYC or Additional Yonkers additional Amount withheld.



Payroll Num	742 (ED PEDAGO Q)
Job Seq Num (JSN)	1

Current Withholdings Info

Federal

Tax Marital Status : Single

Withholding Allowances : 0

State/Local

Tax Status : Single

Withholding Allowances : 0

Additional amount withheld from each paycheck

Federal: $20.00

State: $15.00

Local: -

Tax Marital Status of 'Single' applies to both 'Single' as well as 'Married but withholding at a higher Single Rate'.

There may be a valid reason for changing your withholding allowances several times a year. If you submit four or more changes in a calendar year, your agency will send information to OPA, who may then forward it to the IRS or NYS for review.

New Withholding Allowance Info

Please enter the new Withholding Allowance information. Enter all fields that will be changing. All blank fields will remain unchanged from their original values.

Federal :

Tax Marital Status:

Single Married Married, but withhold at higher Single rate

Withholding Allowances: 1

State/Local:

Tax Marital Status:

Single Married

Withholding Allowances: 1

Additional amount withheld from each paycheck :

Federal: $ 0 State: $ 0

None Additional NYC Additional Yonkers

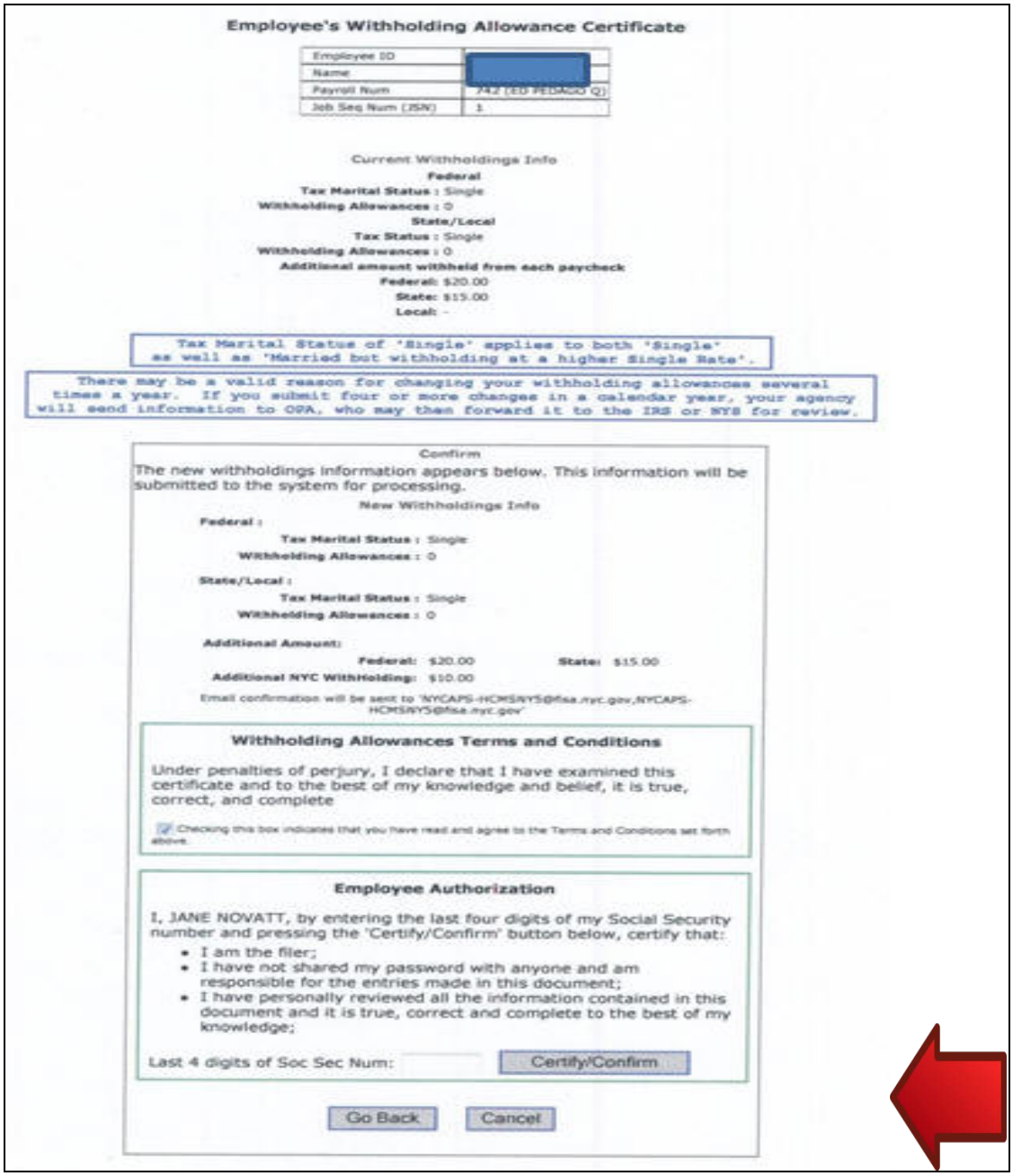
Additional Amount withheld from each check: $

Additional Information on completing W4 and IT-2104

Submit Changes Clear Input Cancel

7. Click the **Submit Changes** button at the bottom of the screen.

8. Review the current withholdings to ensure that you entered in the options correctly.



Employee's Withholding Allowance Certificate

Employee ID	[redacted]
Name	
Payroll Num	742 (ED PEDAGO Q)
Job Seq Num (JSN)	1

Current Withholdings Info

Federal

Tax Marital Status : Single

Withholding Allowances : 0

State/Local

Tax Status : Single

Withholding Allowances : 0

Additional amount withheld from each paycheck

Federal: $20.00

State: $15.00

Local: -

Tax Marital Status of 'Single' applies to both 'Single' as well as 'Married but withholding at a higher Single Rate'.

There may be a valid reason for changing your withholding allowances several times a year. If you submit four or more changes in a calendar year, your agency will send information to OPA, who may then forward it to the IRS or NYS for review.

Confirm

The new withholdings information appears below. This information will be submitted to the system for processing.

New Withholdings Info

Federal :

Tax Marital Status : Single

Withholding Allowances : 0

State/Local :

Tax Marital Status : Single

Withholding Allowances : 0

Additional Amount:

Federal: $20.00 **State:** $15.00

Additional NYC Withholding: $10.00

Email confirmation will be sent to 'NYCAPS-HCMSNYS@fisa.nyc.gov,NYCAPS-HCMSNYS@fisa.nyc.gov'

Withholding Allowances Terms and Conditions

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

☑ Checking this box indicates that you have read and agree to the Terms and Conditions set forth above.

Employee Authorization

I, JANE NOVATT, by entering the last four digits of my Social Security number and pressing the 'Certify/Confirm' button below, certify that:

- I am the filer;
- I have not shared my password with anyone and am responsible for the entries made in this document;
- I have personally reviewed all the information contained in this document and it is true, correct and complete to the best of my knowledge;

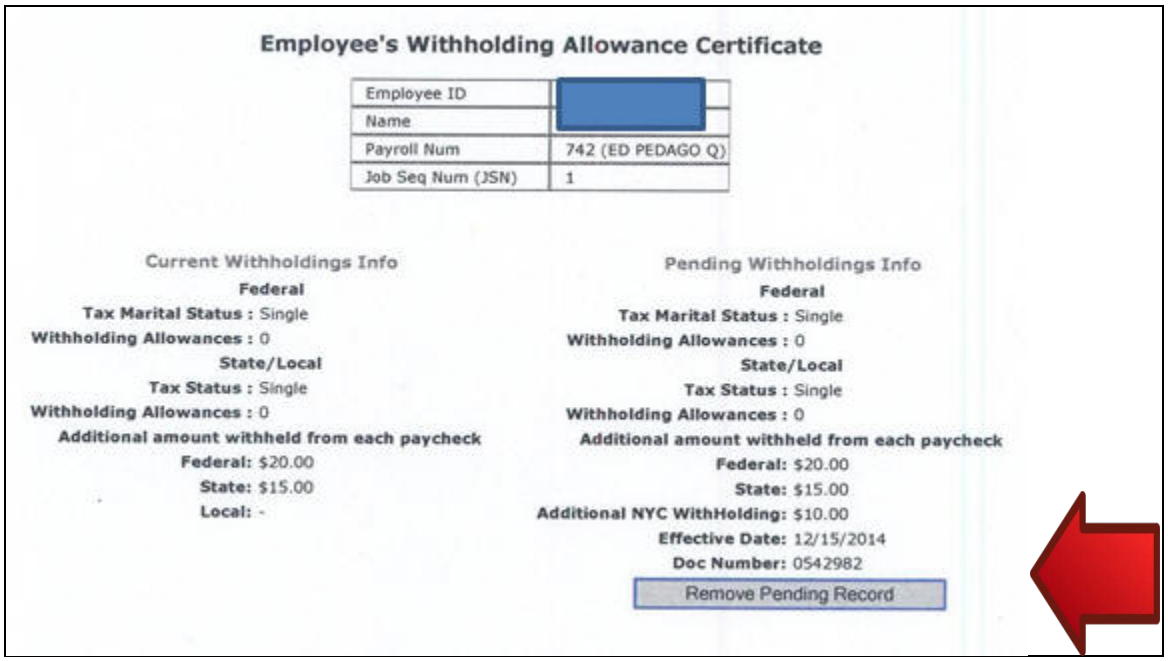
Last 4 digits of Soc Sec Num: Certify/Confirm

Go Back Cancel

9. Click the check box in the **Withholding Allowances Terms and Agreement**.

10. Enter the last four digits of your **SSN**, and then click the **Certify/Confirm** button. This will submit and **save** your changes.
    Note: You will get a confirmation email that you made a change to your taxes.

11. The next page shows current and pending changes. Review for accuracy.



Employee's Withholding Allowance Certificate

Employee ID	[redacted]
Name	
Payroll Num	742 (ED PEDAGO Q)
Job Seq Num (JSN)	1

Current Withholdings Info

Federal
Tax Marital Status : Single
Withholding Allowances : 0
State/Local
Tax Status : Single
Withholding Allowances : 0
Additional amount withheld from each paycheck
Federal: $20.00
State: $15.00
Local: -

Pending Withholdings Info

Federal
Tax Marital Status : Single
Withholding Allowances : 0
State/Local
Tax Status : Single
Withholding Allowances : 0
Additional amount withheld from each paycheck
Federal: $20.00
State: $15.00
Additional NYC WithHolding: $10.00
Effective Date: 12/15/2014
Doc Number: 0542982
Remove Pending Record

12. Changes will be queued for processing. It takes two pay periods for the changes to be reflected on your paycheck. To cancel or change your request, click the Remove Pending Record button.