

# Updating IRS Form W-4 Through Your Employee Self-Service (ESS) Portal

## What is IRS Form W-4?

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Form W-4, also known as the Employee's Withholding Certificate, is an IRS form that employees use to help their employer determine how much Federal Income Tax to withhold from each paycheck.

Effective January 1st, 2020, the IRS released a new format of the Form W-4, no longer allowing employees to claim allowances. The various tax changes of the 2017 Tax Cuts and Jobs Act ultimately prompted the IRS to redesign the form.

## Completing IRS Form W-4

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To login to the Employee Self-Service Portal, go to <https://pea-ep.prismhr.com>

You may also use the PrestigeGO mobile app on your iPhone or Android.

## Step 1

1. From your ESS Dashboard, click **Taxes**
2. Under Taxes, click **Tax Withholding**

Your current Federal and State (if applicable) tax information will appear

3. Click **Update Forms** to change your current withholding

The screenshot shows the 'Tax Withholding' page. On the left is a navigation menu with 'Taxes' and 'Tax Withholding' highlighted. The main content area is titled 'Tax Withholding' and contains two sections: 'Federal Tax' and 'NY State Tax - Resident'. The 'Federal Tax' section shows 'Additional Withholding (per paycheck)' as \$200.00 and 'Allowance' as 0. The 'NY State Tax - Resident' section shows 'Filing Status' as 'Married'. Below this is the 'NJ State Tax - Work' section with 'Filing Status' as 'Married/CUC joint'. A red box with the number '3' highlights the 'Update Forms' button in the top right corner. Red circles with numbers '1' and '2' highlight the 'Filing Status' dropdowns in the Federal and NY State sections, respectively.

## Step 2

1. Click **Start** to enter the Employee Withholding Resource Center

The screenshot shows the 'Employee Withholding Resource Center' page. The main heading is 'Employee Withholding Resource Center' with a sub-heading: 'The assistant can guide you to the correct forms. You can also choose which forms you would like to fill out if you're certain.' A red box with the number '1' highlights the 'Start' button with a right-pointing arrow.

## Step 3

1. Select which sections you would like to complete
2. Click Continue

The screenshot shows a screen titled 'Please select which sections you would like to complete:'. A red box with the number '1' highlights the selection area. Below the heading is a note: 'Note: Opting out of jurisdictions, to which you may be liable, may result in not enough taxes from being withheld or your employer to withhold at a higher rate'. There are two sections: 'Federal' and 'New York Resident'. Each section has two radio button options: 'I wish to complete forms for this jurisdiction. Please help determine which withholding forms apply to me' and 'I wish to NOT complete forms for this jurisdiction at this time'. The 'I wish to NOT complete forms...' option is selected for both sections. A red box with the number '2' highlights the 'Continue' button at the bottom.

## Step 4

1. Complete the Survey
2. Click **Next** to continue

The screenshot shows the 'Federal — Survey' form. A red box highlights the 'Select one' section with a red '1' next to it. The options are:

- Foreign Earned Income Exclusion - I expect to qualify for the foreign earned income exclusion under either the bona fide residence or physical presence test for calendar year or other tax year
- Nonresident Alien - I am exempt from withholding on compensation for independent (or eligible dependent) personal services of a Nonresident Alien Individual, see instructions for Form 6233
- Quiero continuar en Español
- I want to continue in English

At the bottom, a red box highlights the 'Next' button with a red '2' next to it. There is also a 'Back' button to the left.

## Step 5

1. To begin the tax form, click **Start**

The screenshot shows the 'Federal — Summary' form. A table lists the determined Federal withholding form(s):

Locality	Name	Title	Status
FEDERAL	W-4	Employee's Withholding Certificate	Not completed

A red box highlights the 'Start' button in the table with a red '1' next to it. A 'Back' button is located below the table.

## Step 6

1. Complete the Nonresident Alien survey
2. Click **Next**

The screenshot shows the 'Federal — Employee's Withholding Certificate — W-4' form. A red box highlights the 'Are you a nonresident alien?' question with a red '1' next to it. The options are:

- Yes
- No

Below the question, there is a notice: "Notice: Nonresident aliens may be exempt from wage withholding on part or all of their compensation for dependent personal services under an income tax treaty. If you are claiming a tax treaty withholding exemption, do not complete Form W-4. Instead, complete Form 6233, Exemption from Withholding on Compensation for Independent (and Certain Dependent) Personal Services of a Nonresident Alien Individual, and give it to each withholding agent from whom amounts will be received." A red box highlights the 'Next' button with a red '2' next to it. There is also a 'Back' button to the left.

## Step 7

1. Determine if you are exempt or not exempt from withholding  
*Please note: If you are exempt, skip to Step 12 where you can review and submit the form*
2. Click **Next**

Home Tax Withholding

Federal - Employee's Withholding Certificate - W-4

Wizard Form and Instructions

Check my progress 1

Nonresident Alien

Exemption

Select one

I am NOT exempt from 2022 withholding and want to complete this form

I am exempt from 2022 withholding

To be exempt, you must meet the following requirements:

- For 2021, you had no federal income tax liability; AND
- For 2022, you expect to have no federal income tax liability

Back Next > 2

## Step 8

1. Select a filing status
2. Click **Next**

Home Tax Withholding

Federal - Employee's Withholding Certificate - W-4

Wizard Form and Instructions

Check my progress 1

Nonresident Alien

Exemption

Filing Status

Select a filing status

Single or Married filing separately

Married 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)

Back Next > 2

## Step 9

1. Based on the criteria, select one of the three options

*Please note: Option 1 has a couple of steps that need to be completed before proceeding to the next part of the document*

2. Click **Next**

Home Tax Withholding

Check my progress

Nonresident Alien

Exemption

Filing Status

Step 2 Survey

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Select one

a) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below (Will not check two jobs checkbox) 1

b) 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 generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate

c) None of the above

Back Next 2

*Option 1 - I want to use the worksheet to calculate roughly accurate withholding*

1. Select two (2) or three (3) jobs
2. Click **Next**

Home Tax Withholding

Check my progress

Nonresident Alien

Exemption

Filing Status

Step 2 Survey

Multiple Jobs Worksheet Survey - Step 2b

Federal Employee's Withholding Certificate W-4

Wizard Form and Instructions

Multiple jobs worksheet, select one

Two (2) jobs

Three (3) jobs

Back Next 2

## Option 1 (continued)

1. Use the worksheet to compute an estimate withholding
2. For two (2) jobs, enter the information in boxes 1 and 3; box 4 will auto-calculate for you
3. Click **Next**

If you choose the option in Step 2(b) on Form W-4, complete this worksheet (which calculates the total extra tax for all jobs) on only ONE Form W-4. Withholding will be most accurate if you complete the worksheet and enter the result on the Form W-4 for the highest paying job.

If more than one job has annual wages of more than \$120,000 or there are more than three jobs, see Publication 505.

Page 4 Taxable Wage and Salary Tables

Higher Paying Job Annual Taxable Wage & Salary	Single or Married Filing Separately										
	\$0 - \$9,999	\$10,000 - \$19,999	\$20,000 - \$29,999	\$30,000 - \$39,999	\$40,000 - \$49,999	\$50,000 - \$59,999	\$60,000 - \$69,999	\$70,000 - \$79,999	\$80,000 - \$89,999	\$90,000 - \$99,999	\$100,000 - \$109,999
\$0 - \$9,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$10,000 - \$19,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$20,000 - \$29,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$30,000 - \$39,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$40,000 - \$49,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$50,000 - \$59,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$60,000 - \$69,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$70,000 - \$79,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$80,000 - \$89,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$90,000 - \$99,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$100,000 - \$109,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$110,000 - \$119,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$120,000 - \$129,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$130,000 - \$139,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$140,000 - \$149,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$150,000 - \$159,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$160,000 - \$169,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$170,000 - \$179,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$180,000 - \$189,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$190,000 - \$199,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$200,000 - \$249,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$250,000 - \$299,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$300,000 - \$399,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$400,000 - \$499,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$500,000 and over	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000

1. Two jobs. If you have two jobs or you're married filing jointly and you and your spouse each have one job, find the amount from the appropriate table on page 4. Using the "Higher Paying Job" row and the "Lower Paying Job" column, find the value at the intersection of the two household salaries and enter that value on line 1. Then, skip to line 3.

2. Enter the number of pay periods per year for the highest paying job. For example, if that job pays weekly, enter 52; if it pays every other week, enter 26; if it pays monthly, enter 12, etc.

3. Enter the annual amount on line 1 or 2c by the number of pay periods on line 3. (You may round this to the closest whole dollar amount.) Enter this amount here and on line 4c of Form W-4 for the highest paying job.

4. Divide the annual amount on line 1 or 2c by the number of pay periods on line 3. (You may round this to the closest whole dollar amount.) Enter this amount here and on line 4c of Form W-4 for the highest paying job.

Note: This is a computed value.

Next

4. For three (3) jobs, enter the information in boxes 2a, 2b, and 3; boxes 2c and 4 will auto-calculate for you
5. Click **Next**

If you choose the option in Step 2(b) on Form W-4, complete this worksheet (which calculates the total extra tax for all jobs) on only ONE Form W-4. Withholding will be most accurate if you complete the worksheet and enter the result on the Form W-4 for the highest paying job.

If more than one job has annual wages of more than \$120,000 or there are more than three jobs, see Publication 505.

Page 4 Taxable Wage and Salary Tables

Higher Paying Job Annual Taxable Wage & Salary	Single or Married Filing Separately										
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\$0 - \$9,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$10,000 - \$19,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$20,000 - \$29,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$30,000 - \$39,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$40,000 - \$49,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$50,000 - \$59,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$60,000 - \$69,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$70,000 - \$79,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
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\$100,000 - \$109,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$110,000 - \$119,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$120,000 - \$129,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$130,000 - \$139,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$140,000 - \$149,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$150,000 - \$159,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$160,000 - \$169,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$170,000 - \$179,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$180,000 - \$189,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$190,000 - \$199,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$200,000 - \$249,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$250,000 - \$299,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$300,000 - \$399,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$400,000 - \$499,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$500,000 and over	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000

2a. Find the amount from the appropriate table on page 4 using the annual wages from the highest paying job in the "Higher Paying Job" row and the annual wages for your next highest paying job in the "Lower Paying Job" column. Find the value at the intersection of the two household salaries and enter that value on line 2a.

2b. Add the annual wages of the two highest paying jobs from line 2a together and use the total as the wages in the "Higher Paying Job" row and use the annual wages for your third job in the "Lower Paying Job" column to find the amount from the appropriate table on page 4 and enter this amount on line 2b.

2c. Add the amounts from lines 2a and 2b and enter the result on line 2c.

3. Enter the number of pay periods per year for the highest paying job. For example, if that job pays weekly, enter 52; if it pays every other week, enter 26; if it pays monthly, enter 12, etc.

4. Divide the annual amount on line 1 or 2c by the number of pay periods on line 3. (You may round this to the closest whole dollar amount.) Enter this amount here and on line 4c of Form W-4 for the highest paying job.

Note: This is a computed value.

Next

## Step 10

1. Determine if you would like to claim any dependents
2. Click **Next**

Home Tax Withholding

Federal - Employee's Withholding Certificate - W-4

Wizard Form and Instructions

Check my progress 1

Would you like to claim any dependents?

Yes

No

To qualify for the child tax credit, the child must meet the all of following conditions

- be under age 17 as of December 31
- be your dependent who lives with you for more than half the year
- have a valid social security number

You also can include other tax credits, such as education tax credits and the foreign tax credit

Back Next 2

Nonresident Alien

Exemption

Filing Status

Step 2 Survey

Dependents survey - Step 3

W-2

1095-C

Mobile App

Kronos SSO Dev

Met Life SSO Dev

4. If you are claiming dependents, complete these three (3) steps
5. Click **Next**

Home Tax Withholding

Federal - Employee's Withholding Certificate - W-4

Wizard Form and Instructions

Check my progress 1

Number of dependents under the age of 17

Number of other dependents

Other tax credits (such as education tax credits and the foreign tax credit)

\$

Back Next 2

Nonresident Alien

Exemption

Filing Status

Step 2 Survey

Dependents survey - Step 3

Step 3

W-2

1095-C

Mobile App

Kronos SSO Dev

Met Life SSO Dev

Met Life

Time & Attendance

## Step 11

1. Determine if you would like to include other income (not from a job), deductions, and extra withholding
2. Click **Next**

Home | Home | Tax Withholding

Federal - Employee's Withholding Certificate - W-4

Wizard | Form and Instructions

Check my progress **1**

Nonresident Alien  
Exemption  
Filing Status  
Step 2 Survey  
Dependents survey - Step 3  
Other Adjustments Survey (Optional) - Step 4

Would you like to complete step 4 (Other Adjustments) for other income, deductions, and extra withholding? This step is optional.

Yes  
 No

Back Next > **2**

4. If you are including other income, deductions, or extra withholding, complete these steps
5. Click **Next**

Home | Home | Tax Withholding

Federal - Employee's Withholding Certificate - W-4

Wizard | Form and Instructions

Check my progress **4**

Nonresident Alien  
Exemption  
Filing Status  
Step 2 Survey  
Dependents survey - Step 3  
Other Adjustments Survey (Optional) - Step 4  
Step 4

4a. 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.

\$

4b. Select one

I expect to claim deductions other than the standard deduction and want to reduce my withholding  
 I will claim the standard deduction

4c. Enter any additional amount you want withheld each pay period

\$

Back Next > **5**

6. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, complete these steps
7. Click **Next**

Home Tax Withholding

Check my progress

6

1. Enter an estimate of your 2023 itemized deductions (from Schedule A (Form 1040)). Such deductions may include qualifying home mortgage interest, charitable contributions, state and local taxes (up to \$10,000), and medical expenses in excess of 7.5% of your income.

\$

2. Enter \$27,700 if you're married filing jointly or a qualifying surviving spouse; \$20,800 if you're head of household; \$13,850 if you're single or married filing separately

\$27,700

3. If line 1 is greater than line 2, subtract line 2 from line 1 and enter the result here. If line 2 is greater line 1, enter 0

\$ 0

Note: This is a computed value.

4. Enter an estimate of your student loan interest, IRA, contributions, and certain other adjustments (from Part II of Schedule 1 (Form 1040)). See Pub. 505 for more information.

\$

5. Add line 3 and 4. Enter the result here and in Step 4(b) of Form W-4

\$ 0

Note: This is a computed value.

Back Next 7

## Step 12

- Review the form for accuracy
- Print/Save a copy for your records
- When ready to submit, check the box
- Click **Submit Form**

Please review the document below

If you would like to make any changes, you may [return to the previous page](#).

If you would like to submit this form, please agree to the terms below.

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

Submit Form