



# Self Service Guide to State Tax Information

# Guide to State Tax Information

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## **Objectives**

The purpose of this module is to teach employees where they need to go to set up their State Tax Information in PeopleSoft using Self Service.

## **Before You Begin**

You must have the following:

- ✓ PeopleSoft URL
- ✓ Self Service User ID and Password
- ✓ Applicable State Tax Information

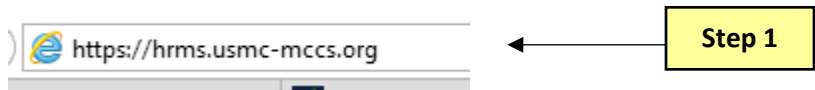
## **When to Use**

- ✓ Initiating State Tax Information
- ✓ Updating State Tax Information

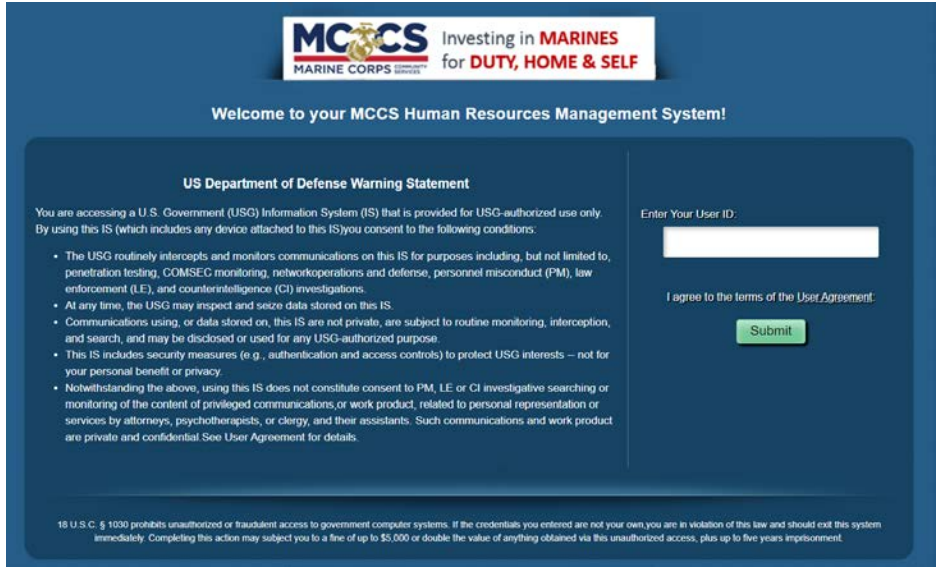
**NOTE:** For assistance with completing your State Tax Information, see instructions for your State Withholding Form on your State's website or consult your tax advisor.

**Step 1:** Enter the following URL link into the address bar on Internet Explorer.

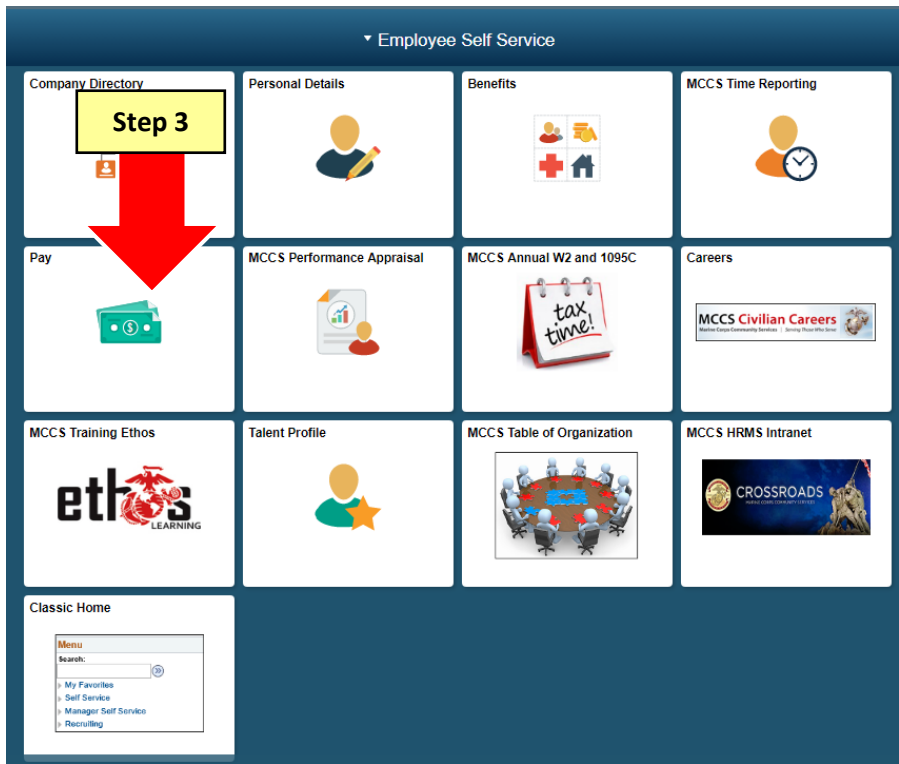
<https://hrms.usmc-mccs.org>



**Step 2:** Log into Self Service by entering your User ID and Password.



**Step 3:** Select the Pay tile.



**Step 4:** Select the State Tax Information tab from the menu.

The screenshot shows the 'Employee Self Service' interface for 'MCCS Pay'. The left-hand navigation menu includes options like 'Pay', 'Paycheck Modeler', 'Voluntary Deductions', 'Compensation History', 'W-4 Tax Information', 'State Tax Information', 'View W-2/W-2c Forms', and 'Direct Deposit'. The 'State Tax Information' option is highlighted in green, and a yellow box labeled 'Step 4' with an arrow points to it. The main content area is titled 'State Tax Information' and includes a 'Social Security #' field with the value 'QUANTICO MCCS'. Below this, there are two paragraphs of text explaining the requirements for completing state tax forms. At the bottom, there is a 'Home Address' field containing the text '101 MAIN STREET'.

**Step 5:** Review both the Home and Mailing Addresses for accuracy.

This image provides a detailed view of the 'State Tax Information' page. It shows the 'Social Security #' field with the value 'QUANTICO MCCS'. Below this, there are two paragraphs of text explaining the requirements for completing state tax forms. At the bottom, there are two address fields: 'Home Address' and 'Mailing Address'. The 'Home Address' field contains the text '101 MAIN STREET' and 'TOWN VA 12345'. The 'Mailing Address' field contains the text 'PSC 480 BOX 176' and 'FPO AP 12345'. A yellow box labeled 'Step 5' with two arrows points to both the 'Home Address' and 'Mailing Address' fields.

**Step 6:** Select the Edit button to update the applicable information under the W-4 Tax Data section.

**W-4 Tax Data (Work State)**

\*State of Employment and Resident: Virginia as of: 01/08/2020

\*SWT Marital/Tax Status:  Tax Status Not Applicable

Withholding Allowances:  (VA Form VA-4 line 1a)

Additional Amount:  USD

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**Step 6** →

**NOTE:** Employees that work in one State and live in another State will have a Work State and Resident State displayed.

**W-4 Tax Data (Work State)**

\*State of Employment: Armed Forces Pacific as of: 07/05/2017

\*SWT Marital/Tax Status:  Single

Withholding Allowances:

Additional Amount:  USD

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**W-4 Tax Data (Resident State)**

\*State of Resident: Hawaii as of: 07/05/2017

\*SWT Marital/Tax Status:  Single or Unmarried Head of Household

Withholding Allowances:

Additional Amount:  USD

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**Step 7:** Update the State Withholding Marital/Tax Status, Withholding Allowances and Additional Amount fields as applicable.

**NOTE:** You are not able to change your assigned Work State or Resident State through your Employee Self-Service. Please contact your local Human Resources/Payroll office for assistance with updating the assigned state(s).

**Step 8:** Click Submit.

The screenshot shows a form titled "W-4 Tax Data (Work State)". The form contains the following fields and values:

- \*State of Employment and Resident: Virginia as of: 01/08/2020
- \*SWT Marital/Tax Status: N Tax Status Not Applicable
- Withholding Allowances: \* 0 (VA Form VA-4 line 1a)
- Additional Amount: \* \$0.00 USD

Annotations on the form:

- A yellow box labeled "Step 7" is connected by a bracket to the "Tax Status Not Applicable" field, the "0" field, and the "\$0.00" field.
- A yellow box labeled "Step 8" is connected by an arrow to a "Submit" button, which is highlighted with a red border.

**This process is complete.**