

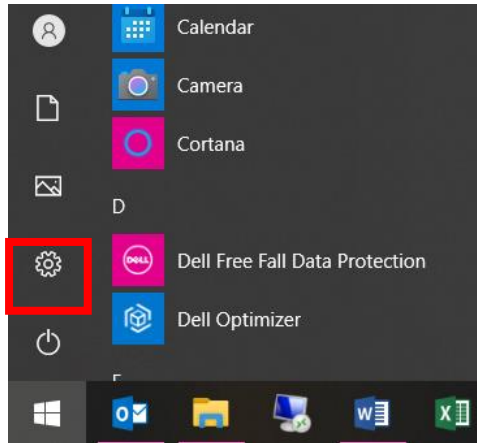
Filling out the Tax Withholding Forms

W4 (Federal) and WT4 (State) Note: **You must submit tax changes on a desktop, mobile devices will not work**

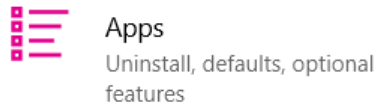
How to change default PDF reader

To check to make sure your default PDF reader in Windows 10 is Acrobat Reader, follow these steps:

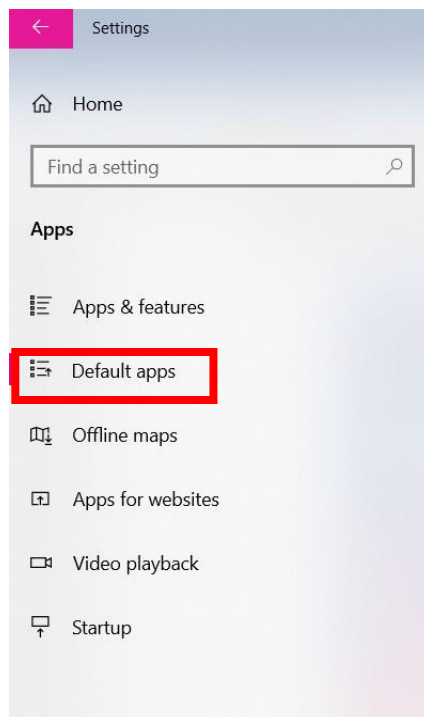
1. Click on **Start**, then **Settings**



2. Click on **Apps**



3. Click on **Default apps**



4. Click the **Choose default app by file type** option

Default apps

Video player



Web browser



Reset to the Microsoft recommended defaults

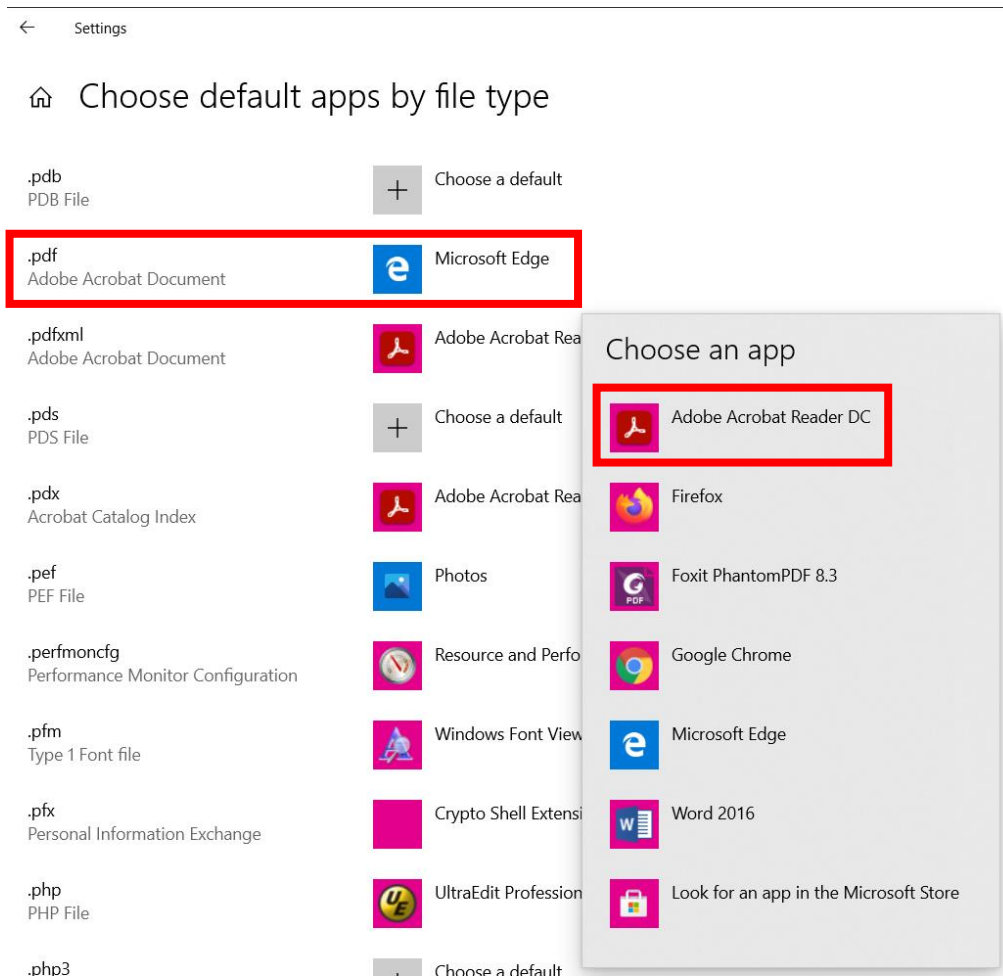
Reset

Choose default apps by file type

Choose default apps by protocol

Set defaults by app

5. Click the current default app for the .pdf file format and select the app you want to make the new default.



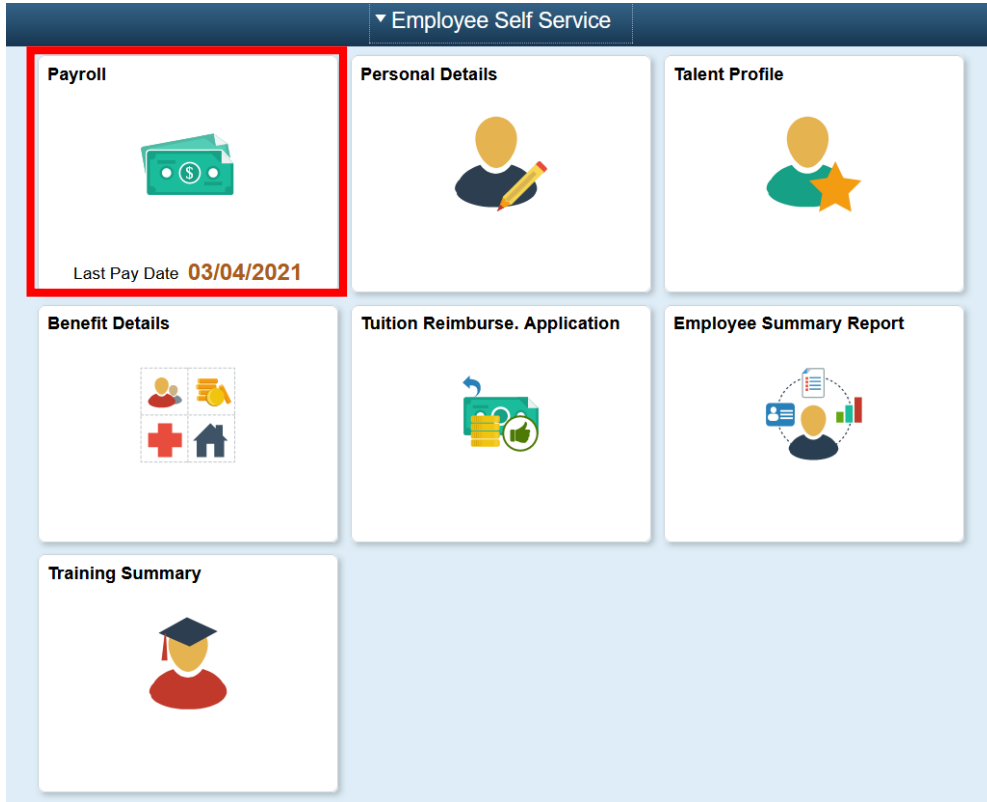
Once you complete the steps, PDF documents will open Acrobat Reader.

Using Self Service

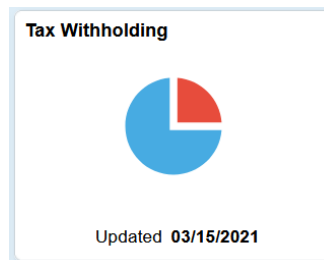
Login to PeopleSoft

<https://milwaukee.gov/selfservice>

1. Click the **Payroll** tile



2. Click the **Tax Withholdings** tile



3. Select either the **Federal** or **State** form

The screenshot shows a 'Tax Withholding' interface. At the top, there is a navigation bar with a back arrow, 'Payroll', 'Tax Withholding', a home icon, a search icon, a menu icon, and a play icon. Below the navigation bar, the title 'Tax Withholding' is displayed. Underneath, the company name 'CITY OF MILWAUKEE' and status 'Active' are shown. The main content is a table with two sections: 'Federal' and 'State'. Each section has columns for 'Form Type', 'Jurisdiction', and 'Withholding Details'. The 'Federal' section shows 'Tax Status' as 'Married', 'Dependent Amount' as '0.00', 'Other Income' as '0.00', and 'Deductions' as '0.00'. The 'State' section shows 'Tax Status' as 'Single', 'Withholding Allowances' as '0', 'Additional Amount' as '8.00', and 'Additional Allowances' as '0'. There are right-pointing arrows next to the 'Deductions' and 'Additional Allowances' fields.

Form Type	Jurisdiction	Withholding Details	
Federal	Federal	Tax Status	Married
		Dependent Amount	0.00
		Other Income	0.00
State	Wisconsin	Tax Status	Single
		Withholding Allowances	0
		Additional Amount	8.00

4. Click **Federal Withholding Allowance Certificate**

Federal Tax Withholding Forms

Company CITY OF MILWAUKEE

You must complete Form W-4 so the Payroll Department can calculate the correct amount of tax to withhold from your pay. Federal income tax is withheld from your wages based on the marital status and your entries for steps 2 through 4 on Form W-4. You may also specify that an additional dollar amount of tax be withheld. You can file a new Form W-4 any time your tax situation changes and you choose to have more, or less, tax withheld.

You can make changes online using the downloaded updatable PDF form and submit the changes for processing by your payroll department. Be sure to print or save a copy of the completed form for your records.

Updateable Forms

The screenshot shows a table with a header 'Form Description'. Below the header, there is a single row with the text 'Federal Withholding Allowance Certificate' and a right-pointing arrow. The entire row is highlighted with a red border.

Form Description
Federal Withholding Allowance Certificate >

5. Read then Click OK

WARNING
The system will download to your computer a copy of the tax form which contains personal information.
You should only continue if you are using a trusted and secure computer.
You should not continue if you are using a shared computer or public computer (such as those in a library or internet café); doing this could leave your personal information vulnerable.

Two buttons are shown: 'OK' and 'Cancel'.

Depending on which browser you are using, the steps are slightly different.

Using Firefox

'Open with' should have **Adobe Acrobat Reader DC** listed. If it's not, go back and set your default PDF viewer.

Click on **OK**

Company CITY OF MILWAUKEE

You may complete Wisconsin Form
pay. Wisconsin income tax is with
Certificate (form WT-4). You can fil

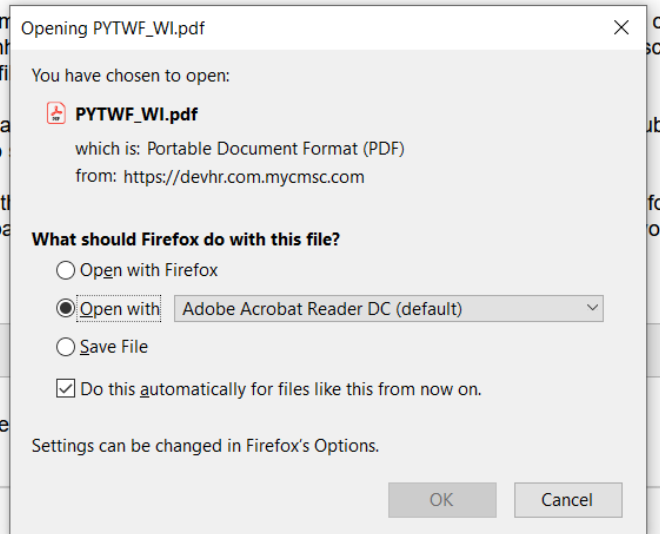
Whether you are entitled to claim a
Your employer may be required to

You can make changes to your with
for processing by your payroll depa

Updateable Forms

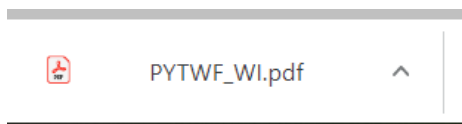
Form Description

Wisconsin Withholding Allowance



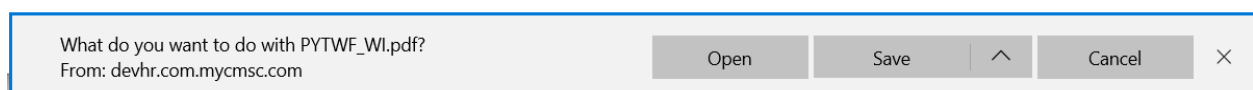
Using Chrome

The document will download to your computer. Click on the file. If the form doesn't open in Acrobat Reader then go back and set your default PDF viewer.



Using Edge

Click on **Open**. If the form doesn't open in Acrobat Reader then go back and set your default PDF viewer.



After the form is open, you should see a green Submit button. If you don't see the Submit button you will not be able to save the form and send it to Payroll.

Form **W-4** (2020)

Submit

You will only see the Submit button when the form is open in Acrobat Reader.

Fill out the form then click Submit. A Windows Security pop-up box will display. Enter your emplid and password.

The form is validated then sent to Payroll. If there are not errors on the form, the changes you made will be on your next paycheck.

