

Changing Your Tax Withholdings for Federal and/or State

The Link is accessible through the Scotland County Website, How Do I...Employee Self- Serve
URL: <https://scotlandcountyncemployees.munisselfservice.com/default.aspx>

Welcome Page



Select the "Log In" icon in upper right corner



Login Page

A screenshot of the login page. It features a dark blue header with the Tyler Technologies logo and a 'Home' link. The main content area is titled 'Login' and contains two input fields: 'Username' and 'Password'. Below each field is a blue link: 'Forgot your username?' and 'Forgot your password?'. At the bottom of the form is a dark gray 'Log in' button.

Input Username and Password

Welcome to Employee Self Service Page

The screenshot shows the 'Welcome to Employee Self Service' page. On the left is a navigation menu with items: Benefits, Life Events, Certifications, Expense Reports, Employee Notifications, Pay/Tax Information, and Personal Information. The main content area has a header 'Welcome to Employee Self Service' and an 'Announcements' section with a welcome message. Below that is the 'Personal Information' section, which is partially redacted with black boxes. The 'Paychecks' section displays a table of recent paychecks. The first entry is for 1/6/2023, with a total of \$2,368.00. A 'Tools' section is visible next to the paycheck entry, containing links for 'Paycheck simulator', 'View last year's W2', and 'Change your W4'. A 'Last Paycheck: 5/5/2023' and 'Year to date' summary box is also present.

Select the "Change your W4" hyperlink in the Paychecks section
- This is for either Federal or State

Tools

[Paycheck simulator](#)

[View last year's W2](#)

[Change your W4](#)



- Home
- Employee Self Service
- Benefits
- Life Events
- Certifications
- Expense Reports
- Employee Notifications

Pay/Tax Information

- YTD Information
- W-2
- 1095-B
- 1095-C
- W-4**
- Paycheck Simulator

W-4 Information

FEDERAL

SINGLE
Marital status
0
Exemptions
\$0.0000
Additional amount

[Edit FEDERAL](#)

NORTH CAROLINA

MARRIED
Marital status
0
Exemptions
\$15.0000
Additional amount

[Edit NORTH CAROLINA](#)

This page shows the current withholding elections.

- Any "additional amount" withheld is based on pay frequency (ie. per check)

To Change Federal (W4)

Select hyperlink "Edit FEDERAL"

W-4 Information

FEDERAL

The IRS made significant changes to the Federal Tax W4 in 2020. An actual PDF version of the W4 form is available in the Resources Section of ESS Resources located on the blue banner, upper right corner, paper icon.

Please select your tax status:
M-Married, S-Single or Married Filing Separately, or H-Head of Household

S-Single or Married Filing Separately

Check if Step 2 applies (if you are filing out Step 3 Dependents or Step 4 Deductions or Other Income below)

Step 3 Claim Dependents - Enter the total dollar amount from the Step 3 box of the W4 form.
0.00

Step 4A Other Income (not from jobs) - Enter the amount from box 4A of the W4 form.
0.00

Step 4B Deductions - Enter amount from box 4B of the W4 form.
0.00

Step 4C Extra Withholding-Dollar amount (\$) you would like to withhold per pay period.
0.00

If you have absolutely no liability for federal taxes and have tax exemption documents from the IRS, you may elect Exempt. Please submit your documents to Human Resources.

Under penalties of perjury, I declare that these tax elections, to the best of my knowledge and belief, is true, correct, and complete. I authorize payroll to make the changes. Please type your name to confirm.

Submit Cancel

This web page format aligns with the Federal W4 form. To get more information regarding this form, please see the Resources Section of Employee Self Service.

Input Elections and select "Submit"

To Change State (NC4)

Select the hyperlink, "Edit NORTH CAROLINA"

W-4 Information

NORTH CAROLINA

Marital Status
MARRIED

If you are married but would like to withhold at the higher single rate, select "Single".

Exemptions
0

Additional Amount (\$)
15.00

If your last name differs from your social security card, check here.

Under penalties of perjury, I declare that I have examined these changes, and to the best of my knowledge and belief, verify that they are correct and complete.

Submit Cancel

The webpage aligns with the North Carolina State EZ form. To get more information regarding this form, please see the Resources Section of Employee Self Service.

Input Elections and select "Submit".

NOTE: Tax Withholding Changes may take up to 2 pay cycles to be processed.

Resources

To view more information on the Federal and NC State withholding forms, you can access the Resources section of Employee Self Service

Select the Resources Menu in the upper right corner.



Click the icon to access the menu and select the hyperlink for either the W-4 or NC-4.

