
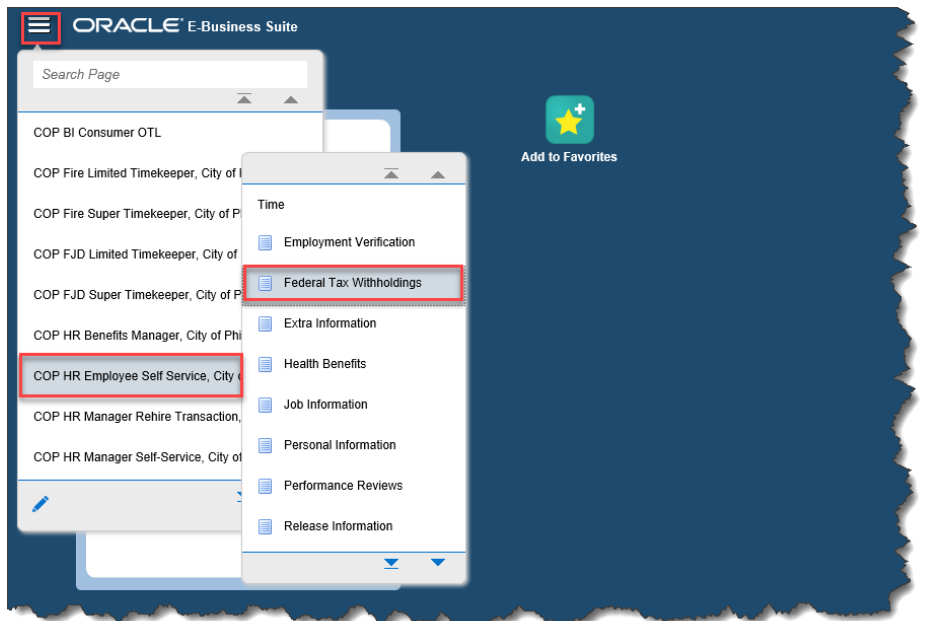
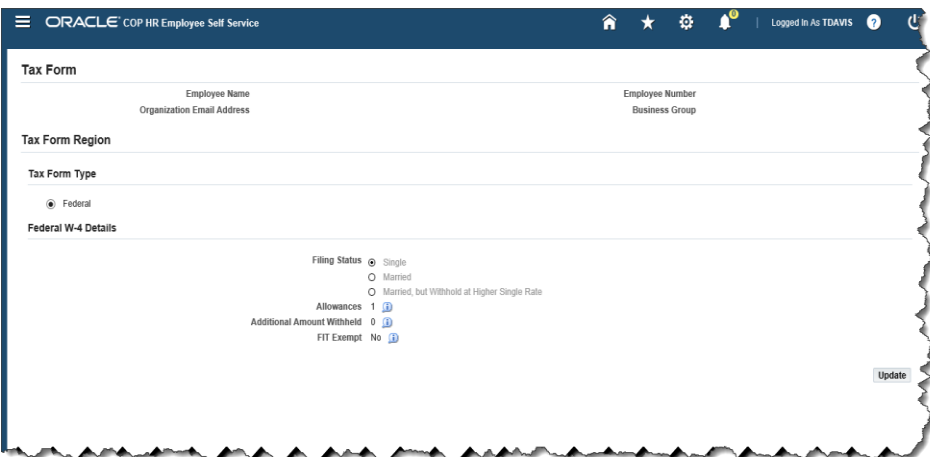


Quick Reference Guide: Change Your Tax Withholding (W-4) Information

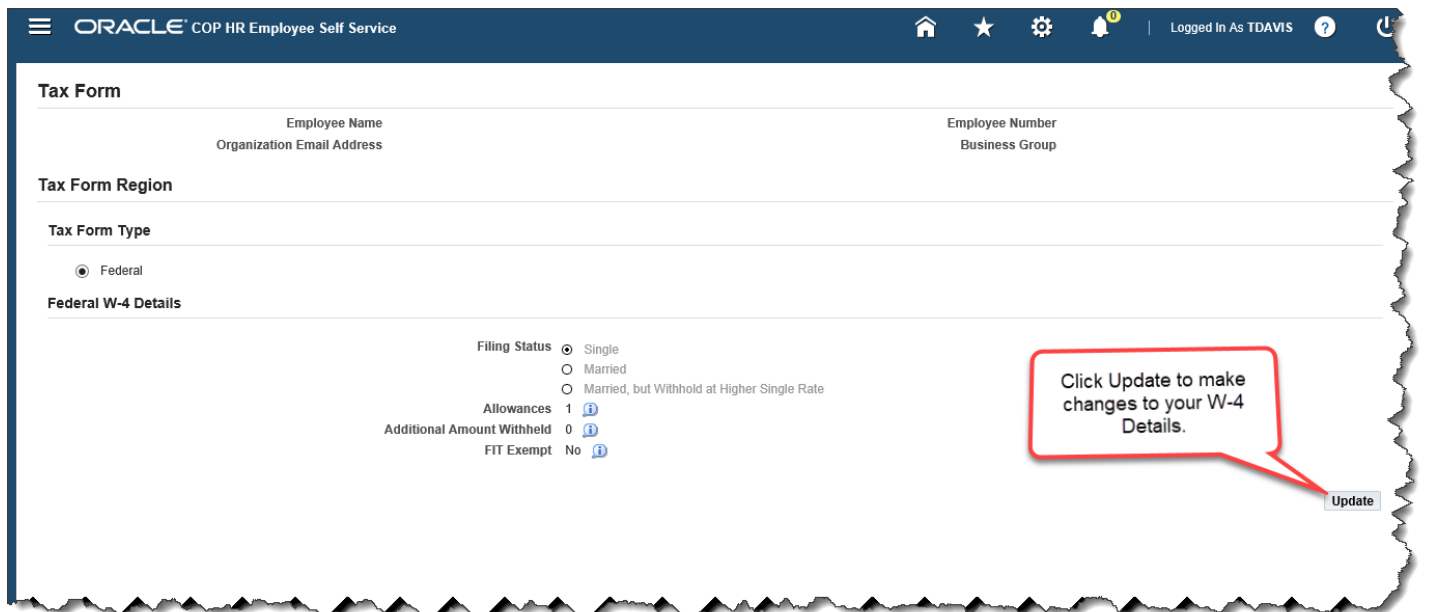
The **Tax Form** in Employee Self Service allows you to see and update your current withholding information.

ACCESS ESS:

1. Open your internet browser and enter <https://onephilly.phila.gov>.
2. Enter your OnePhilly **User Name** and **Password**.
 - a. If you do not know your *User Name* and *Password*, contact the OnePhilly Help Desk at 216-988-8038.
3. Select the menu icon  in the top left corner.
4. To access the **Tax Form** from the COP HR Employee Self-Service Navigator, click **Federal Tax Withholdings**



1.



Quick Reference Guide: Change Your Tax Withholding (W-4) Information

2.

ORACLE COP HR Employee Self Service

Update Tax Form

Employee Name
Organization Email Address

Employee Number
Business Group

Tax Form Region

Tax Form Type

☒ Federal

Federal W-4 Details

The IRS Federal W-4 Form(PDF) comes with worksheets and tax information that may be helpful in completing this form. Click this link to view the full form in a new window.

Filing Status

☒ Single or married filing separately

☐ Married filing jointly (or Qualifying widow(er))

☐ Head of household

Last Name Different

Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, check here and contact SSA at 800-772-1213 or go to www.ssa.gov.

☐ Last Name Different

NOTE: Multiple Jobs or Spouse Works (Step 2), Claim Dependents (Step 3), Other Income, Deductions and/or Extra Withholding (Steps 4(a) through 4(c)) are optional. Only complete these fields if they apply to you.

Multiple Jobs or Spouse Works

If you need support completing the W-4 form, click the IRS Federal W-4 Form (PDF) for additional support.

On the Update Tax Form, you can make changes to your Filing Status, Allowances or you'd like Extra Withheld from your paycheck.

3.

TIP: To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3 (Claim Dependents) through 4(b) (Deductions) on Form W-4 for only one of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3 through 4(b) on the Form W-4 for the highest paying job.)

Claim Dependents	0	?
Other Income (not from jobs)	0	?
Deductions	0	?
Extra Withholding	0	?

Exempt from Withholding

I claim exemption from withholding for 2020, and I certify that I meet BOTH of the following conditions for exemption:

Last year I had no federal income tax liability and I expect to have no federal income tax liability this year

If you meet both conditions, check 'EXEMPT':

☐ Exempt

Agreement

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.

☐ I Agree

Once at the bottom, click in the I Agree check box to verify the information is true and accurate.

After changes are made on the tax form, use the scrollbar on the right to move to the bottom of the form.

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About this Page Privacy Statement

4.

TIP: To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3 (Claim Dependents) through 4(b) (Deductions) on Form W-4 for only one of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3 through 4(b) on the Form W-4 for the highest paying job.)

Claim Dependents	0	?
Other Income (not from jobs)	0	?
Deductions	0	?
Extra Withholding	0	?

Exempt from Withholding

I claim exemption from withholding for 2020, and I certify that I meet BOTH of the following conditions for exemption:

Last year I had no federal income tax liability and I expect to have no federal income tax liability this year

If you meet both conditions, check 'EXEMPT':

☐ Exempt

Agreement

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.

☒ I Agree

Click Continue to proceed to the next page.

Cancel Continue

Quick Reference Guide: Change Your Tax Withholding (W-4) Information

5.

ORACLE COP HR Employee Self Service

Federal Tax Withholdings: Review

Employee Name
Organization Email Address

Employee Number
Business Group

Cancel Printable Page Back Submit

Tax Information

OnePhilly generates a new W4 form. You can review the W-4 to ensure it is correct. You can also open, save or print the W-2.

Click Submit to confirm the changes.

Form **W-4**

Department of the Treasury
Internal Revenue Service

OMB No. 1545-0074
2020

• Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.
• Give Form W-4 to your employer.
• Your withholding is subject to review by IRS.

Step 1:
Enter
Personal
Information

(a) First name and middle initial
Last name
Address
City or town, state, and ZIP code

(b) Social security number
192-56-7596
• Does your name match the name on your social security card? If not, to ensure you get SSA at 800-772-1213 or go to

6.

ORACLE COP HR Employee Self Service

Confirmation

Your changes have been applied.

A confirmation page is displayed stating the changes have been made. Click **Return to Overview** to return to the Tax Form.

Return to Overview

7.

ORACLE COP HR Employee Self Service

Tax Form

Employee Name
Organization Email Address

Tax Form Region

Tax Form Type

☒ Federal

Federal W-4 Details

Filing Status ☒ Single or married filing separately
☐ Married filing jointly (or Qualifying widow(er))
☐ Head of household

Multiple Jobs or Spouse Works ☐ No ☐ Yes

Claim Dependents ☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4

Other Income (not from jobs) ☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4

Deductions ☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4

Extra Withholding ☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4

FIT Exempt ☐ No ☐ Yes

Update

Once you return to the Tax Form, click the **Home** icon to navigate to the Oracle Home Page.