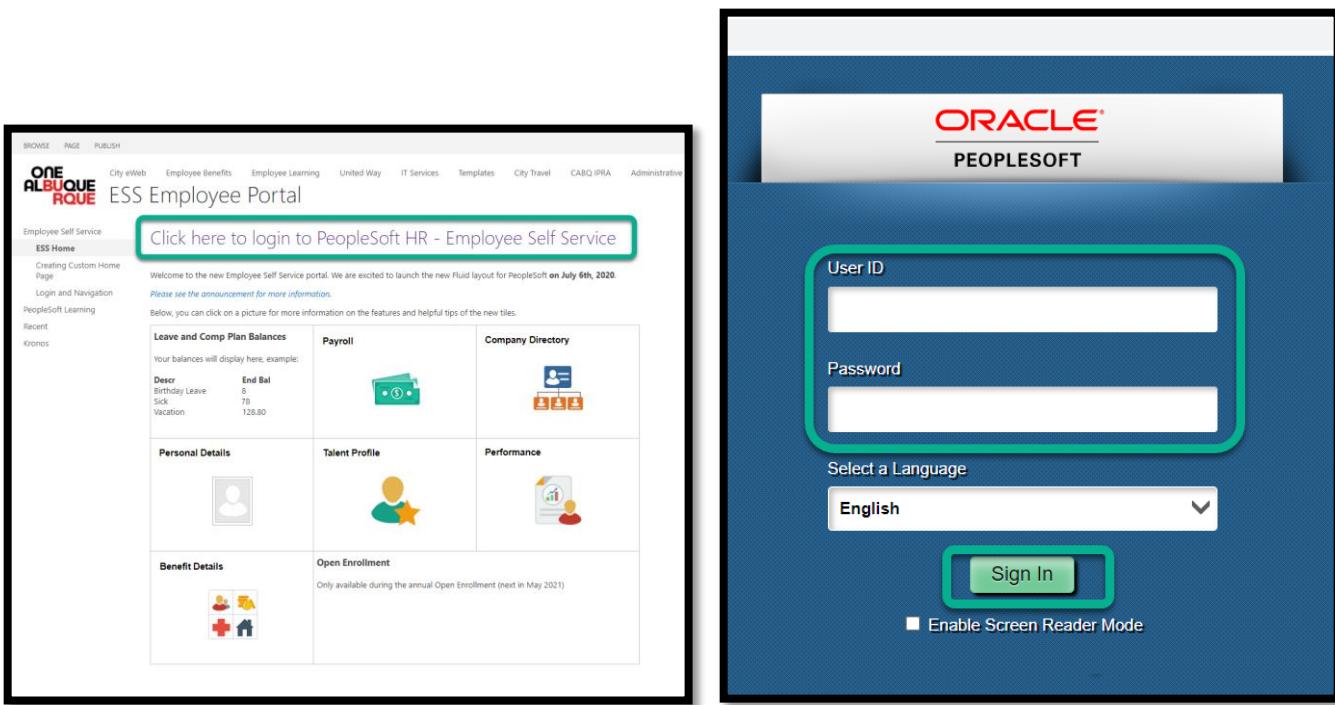


2021 - ESS W4 FEDERAL / STATE

Go to eweb.cabq.gov



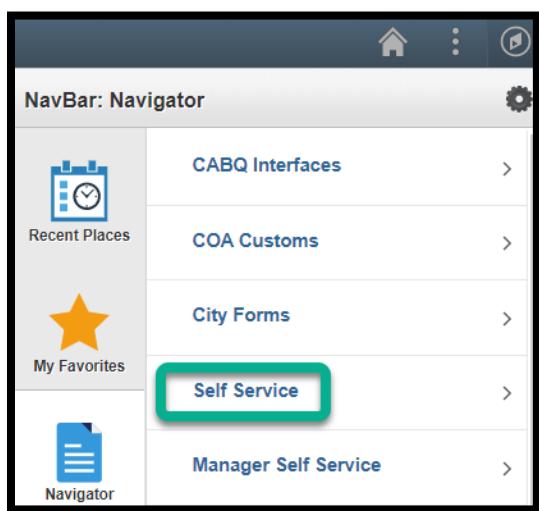
Log in using your regular active directory log in information.

Once in, locate the compass icon in the top right corner of your screen.

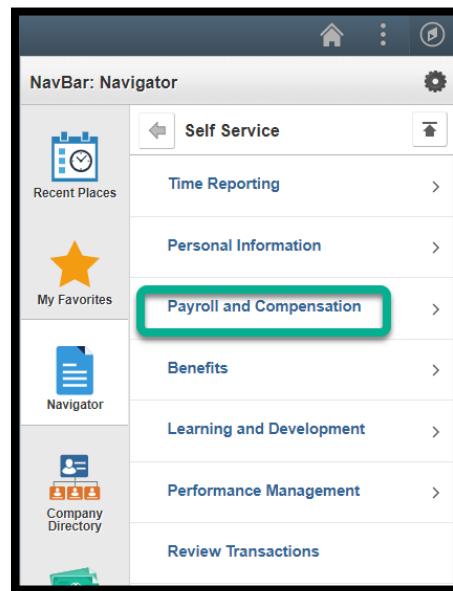


This will slide out a navigation bar. Select 'Navigator' to proceed.

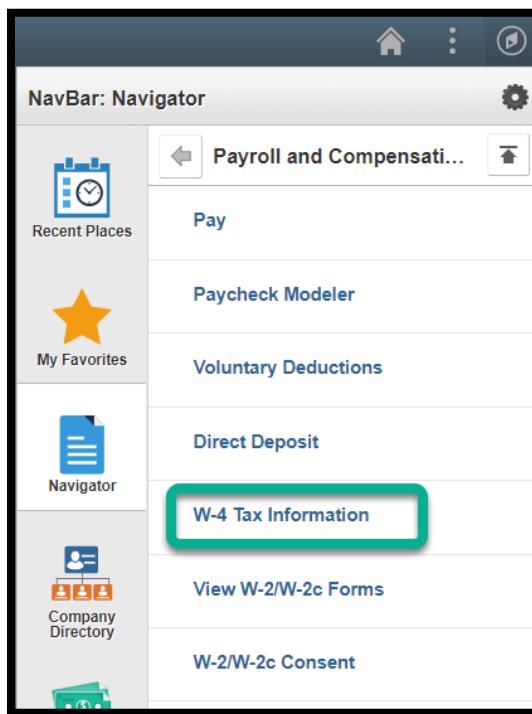
From this menu select 'Self Service.'



Then select 'Payroll and Compensation.'



To update your W4, select that option from the menu that comes up.



This will activate the entire tax withholding set up screen. Federal and State are done on the same screen.

Start at the top, answering the questions as a series of steps as you move down the screen.

Federal is on top, State is on bottom.

Step 1. Personal Information

EMPLOYEE

W-4 Withholding Certificate

Social Security Number

City of Albuquerque

Step 1: Personal Information

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

Address

Albuquerque NM 87102

automatically populates - VERIFY

Filing Status

Single or Married filing separately
 Married filing jointly (or Qualifying widow(er))
 Head of Household (Check only if you are unmarried and pay more than half the cost of keeping up a home for yourself and a qualifying individual).

After verifying SSN and mailing address, select a Filing Status. Fed and State no longer use withholding allowances. Taxes are calculated on your income, your filing status, and your credits.

Step 2. Multiple Jobs or Spouse Works

Step 2: Multiple Jobs or Spouse Works

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 these jobs.

[View Instructions](#)

Multiple Jobs or Spouse Works

Complete Steps 3 through 4(b) 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.)

ONLY do this step if you have more than one employer and/or your spouse works AND you're Married filing jointly.

Step 3. Claim Dependents

Step 3: Claim Dependents

[View Instructions](#)

If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by \$2,000

Multiply the number of other dependents by \$500

Other tax credits

Total

Only do this step if you are CLAIMING dependents, not if you ARE a dependent.

Step 4. Other Adjustments

Step 4: Other Adjustments

[View Instructions](#)

(a) Other Income

(b) Deductions

(c) Extra Withholding

Option C is where you would put in an additional amount to withhold IN ADDITION TO what the system calculates.

New Mexico W-4 Data

New Mexico W-4 Data

New Mexico Marital Status

Single

Married

Additional Amount

State taxes are calculated on your income and your Marital Status.

This is also where you would put in an additional amount to be deducted IN ADDITION TO the tax calculation.

New Mexico State is no longer using withholding allowances. They have chosen to go along with the Federal way of doing things – calculating based on wages and status.

Claim Exemption from Withholding

Claim Exemption from Withholding

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

- Last year I owed no federal income tax.
- This year I expect to owe no federal income tax.

Check this box if you meet both conditions to claim exemption from tax withholding

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.

In order to claim exempt, you must **QUALIFY** for the status.

This is the area where you would select a tax-exempt status for the purpose of calculating income tax on your paychecks. **YOUR WAGES ARE STILL TAXABLE – THIS IN NO WAY AFFECTS YOUR TAX LIABILITY.** This ONLY prevents the system from calculating income tax deductions. Your wages are still reported to the IRS on your W-2.

When you're all done, hit Submit.

If you make changes at any time before end of business Tuesday of pay week, the system should capture your new tax calculation.

Irs.gov has a tax estimator program you can use to figure out where you should be on your federal taxes.