Employee Self Service
How to Update Your W-4
Welcome to the Guide on how to update your W-4 information through Employee Self Service. Before following this guide, make sure you have access to Employee Self Service and your login information. If you do not have a login for Employee Self Service or have any questions on this guide, please contact Human Resources at (262) 636-9175.

**A. Log In to Munis Self Service**

Log in to [Employee Self Service](https://selfservice.racinenet.org/MSS).

**Website:** https://selfservice.racinenet.org/MSS

**B. Sidebar Selection**

Select “Pay/Tax Information” located on the left sidebar.
Now that you are on the "W-4" section of your pay/tax information page, you will see the W-4 deductions that the Human Resources Department has on file for you. If you need to change these deductions, you will select the “Edit” button.
### E. Type in the New W-4 Information

Type in your new W-4 information in the fields that are provided.

#### W-4 Information

**WISCONSIN**

- **Marital Status:** MARRIED
- **Exemptions:** 0
- **Additional Amount ($)**
  - 0.00

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

- **Acknowledgement**
  - 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.

**FEDERAL**

- **Marital Status:** MARRIED
- **Exemptions:** 0
- **Additional Amount ($)**
  - 0.00

- **Acknowledgement**
  - 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.

### F. Acknowledgement

In order to submit your new choices, you will need to read and check the box next to the acknowledgement under both the Wisconsin and Federal sections.

- **Acknowledgement**
  - 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.
When you are done typing in your new address, make sure to review the information to make sure that it is correct. After review, when you are ready to submit this new address, you will click the “Submit” button.

W-4 Information

WISCONSIN

Marital Status

MARRIED

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

Exemptions

1

Additional Amount ($)

0.00

☐ 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.

FEDERAL

Marital Status

MARRIED

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

Exemptions

1

Additional Amount ($)

0.00

☐ 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
You have now updated your W-4 information through Employee Self Service. The Human Resources and Payroll Departments will automatically be notified of the changes. If you have questions about this process, please contact Human Resources at (262) 636-9175.