

## Directions for Changing Your Federal and State Taxes

Go to the Lowndes County Schools Website, look under Staff Links, select MUNIS Self Serve, Log into MUNIS Self Serve and follow the steps below.

1. Click on Pay/Tax Information
2. Click on W-4
3. Click on Edit W-4 Values (upper right corner)

### *To Change Federal Taxes*

1. Click on drop down arrow
2. Select either Single or Married
3. **DO NOT SELECT** Filing Status A, B, C, D, or Head of Household
4. Type in the number of exemptions you want to claim (if you claim more than 9, we have to report it to the IRS)
5. To have an additional dollar amount deducted, you will need to complete a W-4 form if it is the first time for the additional amount. If an additional amount is already being deducted, then you can change the amount in Self Serve.

### *To Change Georgia Taxes*

1. Click on drop down arrow
2. Select one of the following:
  - a. Filing Status A (single) or
  - b. Filing Status B (married filing joint, both spouses working) or
  - c. Filing Status C (married filing joint, one spouse working) or
  - d. Filing Status D (married filing separate)
  - e. Head of Household
3. **DO NOT SELECT** Single or Married
4. Type in the number of exemptions you want to claim (if you claim more than 9, we have to report it to the State of Georgia)
5. To have an additional dollar amount deducted, you will need to complete a G-4 form if it is the first time for the additional amount. If an additional amount is already being deducted, then you can change the amount in Self Serve.