

Can I update my W-4 Form online?

State of Maryland government employees are able to submit updates to their W-4 (Tax Withholding) information online through the **Payroll Online Service Center**. To make changes online, employees go to the POSC website:

<https://interactive.marylandtaxes.com/Extranet/cpb/POSC/User/Start.aspx>



First time users are required to execute the *Sign Up* process. This process will help you generate a *Logon ID and Password*, that will be used each subsequent time you access the POSC. To complete the Signup process and establish a Logon ID & Password, you will be required to supply the following information:

- Social Security Number
- Date Of Birth
- Agency Number and Check / Advice Number from your most recent paystub (Agency Number and Check / Advice Number can be found on your most recent pay stub. If you do not have access to your most recent pay stub please contact your agency payroll representative.)

SSN and Date of Birth are necessary data items chosen to enhance your authentication in the use of Recover LogonID / Reset Forgotten Password process.

Email Address (required) will be used in a later release of POSC to enhance the Recover LogonID / Reset Forgotten Password process.

In addition to providing the above information you will need to choose a Logon ID & Password. The combination of this Logon ID and Password will allow you to securely logon to the POSC from anywhere you have access to the internet.

After logging in with your ID and Password, look for the link Update W4 (Tax Withholding). You will see your current Federal and State withholding, and can make a change if you choose.

Note: Employees cannot make the following changes. The changes must be submitted using the printed form:

- Changing status to EXEMPT,
- Claiming more than 10 exemption, or
- If you are a non-resident alien.

**This information is for employees already on payroll.
New employees must complete and submit a hardcopy W-4 Form.**

Other Services Available on the POSC Website:

- Prior Year Pay Stubs:** Only Employees who participate in the Web Only Access feature will be able to access Prior Year year-end pay stub information.
- View / Print Duplicate W-2:** Employees can view / print a duplicate copy of their (most recent 2 years) W-2 data, without having to request and receive via mail.
- Update Address:** State of Maryland government employees are able to request an update to their address information. No more mailing the form, just fill-in and click to send.
- Update Direct Deposit:** State of Maryland government employees are able to request changes to existing Direct Deposit data (such as bank routing numbers, account numbers, etc.). No more mailing the form, just fill-in and click to send. Initial sign-ups will still need to be done via the printed form with original signature.