

## Tax Withholding Information

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Selected Benefit Type  
Service Retirement (Active) ▼

### Federal Withholding Information

Effective Date: 8/1/2013  
Election: No Withholding  
Marital Status: N/A  
Exemptions: 0  
Extra Withholding: \$0.00  
Total Withholding: \$0.00

[Edit Federal Withholding](#)

### State Withholding Information

Effective Date: 10/1/2012  
Election: No Withholding  
State: MO  
Amount: \$0.00

[Edit State Withholding](#)

There are two ways for members to automatically update their tax withholdings through Secure Member Access.

1. The Tax Withholding Screen, or
2. The Gross-to-Net Benefit Screen.

On the "Tax Withholding" Screen, the member will see their current withholding elections, with a link below each type to make edits as needed.

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Selected Benefit Type  
Service Retirement (Active) ▼

### Federal Withholding Information

Election: Tax Table + Extra Amount ▼  
Marital Status: Married ▼  
# of Allowances: 0  
Extra Withholding: 0.00

[Update](#) [Cancel](#)

You may verify calculated withholding amounts on the [Gross-to-Net Benefit](#) screen.

If you would like to elect an effective date in the future, please submit a new [Substitute W-4P](#).

Clicking on the links will direct the member to one of these pages (depending on the type selected). From here, they can key their changes and select "Update".

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Selected Benefit Type  
Service Retirement (Active) ▼

### State Withholding Information

Election: Flat Amount ▼  
State: MO ▼  
Flat Amount: 0.00

[Update](#) [Cancel](#)

You may verify calculated withholding amounts on the [Gross-to-Net Benefit](#) screen.

If you would like to elect an effective date in the future, please submit a new [Substitute W-4P](#).

Current Benefit Amount		Estimated Benefit	
Total Monthly Benefit:	\$1,198.69	Total Monthly Benefit:	\$1,198.69
Total Taxable Amount:	\$1,198.69	Total Taxable Amount:	\$1,198.69
Federal Withholding:	\$0.00	Federal Withholding:	\$99.47
Option: No Withholding		Option: Tax Table + Extra	
Marital Status:		Marital Status: Married	
# of Allowances:	0	# of Allowances:	0
Extra Withholding:	\$0.00	Extra Withholding:	50.00
MO State Withholding:	\$0.00	MO State Withholding:	\$10.00
Option: No Withholding		Option: Flat Amount	
Flat Amount:		Flat Amount:	10.00
Deductions:	\$112.00	Deductions:	112.00
Net Amount:	\$1,086.69	Net Amount:	\$977.22
		<small>(Medical and Life Insurance, Credit Union, etc.)</small>	
		<small>(Whole dollar amounts only, minimum \$10)</small>	
		<input type="button" value="Calculate"/>	
		To apply the withholding elections entered on this screen to your benefit, click the 'Update Withholding' button below. These changes will be made effective as of 10/1/2014.	
		<input type="button" value="Update Withholding"/>	

On the "Gross-to-net Benefit" screen, current benefit information is displayed on the left. The right side allows the member to enter different options and, by clicking "Calculate", view the actual dollar amounts these changes would make if enacted. Once they find the dollar amount they are trying to achieve, they can click on "Update Withholding".

Please note that only the tax withholdings can be updated from this screen. Entering a different amount in the "Deductions" section will not change the member's deductions!

**⚠ • You are electing to update withholding information on your benefit. This change will be effective as of 10/01/2014.**

[Resubmit and ignore these warnings.](#)  
(Will be resent as originally entered.)

After clicking either "Update" or "Update Withholding", the member will see the following warning at the top of their screen. If they are happy with their changes, they will click on "Resubmit and ignore these warnings". By doing so, their tax withholdings will automatically be updated in our system.



**MPERS**  
Serving those who keep us safe.  
Secure Member Access

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Selected Benefit Type  
Service Retirement (Active) ▼

**Federal Withholding Information**

Effective Date: 10/1/2014

Election: Tax Table + Extra Amount

Marital Status: Married

Exemptions: 0

Extra Withholding: \$50.00

Total Withholding: \$99.47

[Edit Federal Withholding](#)

**State Withholding Information**

Effective Date: 10/1/2014

Election: Flat Amount

State: MO

Amount: \$10.00

[Edit State Withholding](#)

The member will then be directed back to the "Tax Withholding" screen, where their new elections will be displayed.

**NOTE:** Changes made between the 1<sup>st</sup> & 15<sup>th</sup> of the month will be effective for the current month's payroll. Any changes keyed after the 15<sup>th</sup> will be implemented on the next month's payroll.



Please see the attached document, which confirms the data change applied to your MPERS account through Secure Member Access.

If you did not authorize this change to your account, please notify MPERS immediately at (800) 270-1271.

Sincerely,

MPERS Member Services

CONFIDENTIALITY

This email, and any files transmitted with it, are confidential and intended solely for the use of the individual to whom they are addressed. If you have received this email in error, please delete the message from your system and notify the sender (MPERS) immediately by email reply. Do not copy this message or disclose its contents, which may be privileged and otherwise protected by work product immunity or other legal rules. The integrity and security of this email message cannot be guaranteed on the Internet.

Please do not reply to this message; this mailbox is unattended. If you need assistance, please contact MPERS via email at [mpers@mpers.org](mailto:mpers@mpers.org) or call us at (800) 270-1271.

### MyMPERS – Withholding Change

10/3/2014

#### Member Information

First Name:  
Middle Name:  
Last Name:  
Social Security Number:  
Confirmation Email:

#### Prior Federal Withholding Information

Effective Date: 8/1/2013  
Election: No Withholding  
Filing Status: N/A  
Exemptions: 0  
Extra Withholding: \$0.00  
Total Withholding: \$0.00

#### Federal Withholding Information Change

Effective Date: 10/1/2014  
Election: Tax Table + Extra Amount  
Filing Status: Married  
Exemptions: 0  
Extra Withholding: \$50.00  
Total Withholding: \$99.47

#### Prior State Withholding Information

Effective Date: 10/1/2012  
Election: No Withholding  
Total Withholding: \$0.00

#### State Withholding Information Change

Effective Date: 10/1/2014  
Election: Flat Amount  
Total Withholding: \$10.00

**The member will receive a confirmation email with an attachment showing their previous and new elections, including the dollar amounts that were, and will be, withheld.**

**A copy of this email will also be automatically sent to the member's file to document the change.**