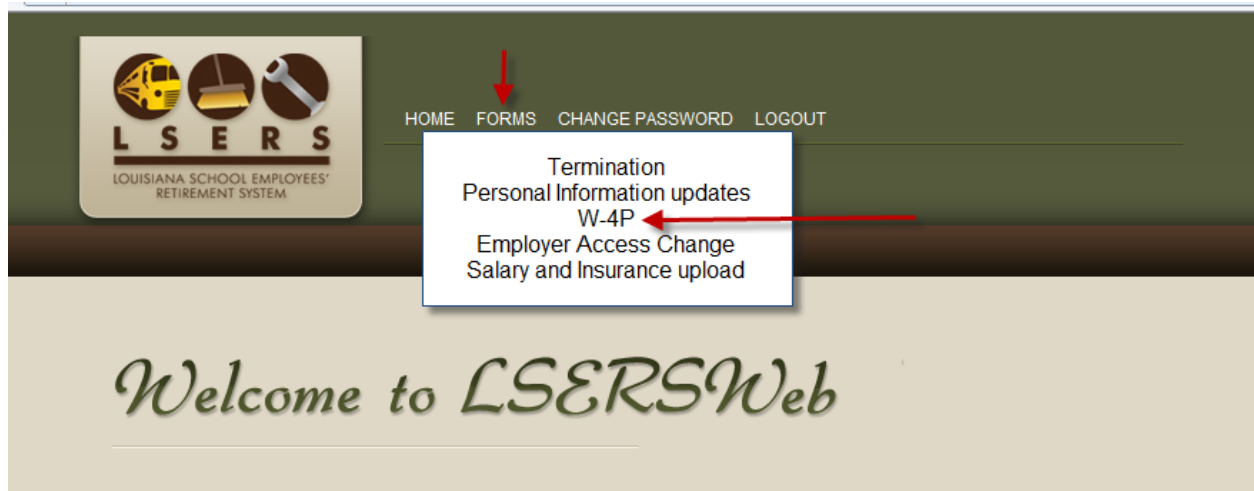
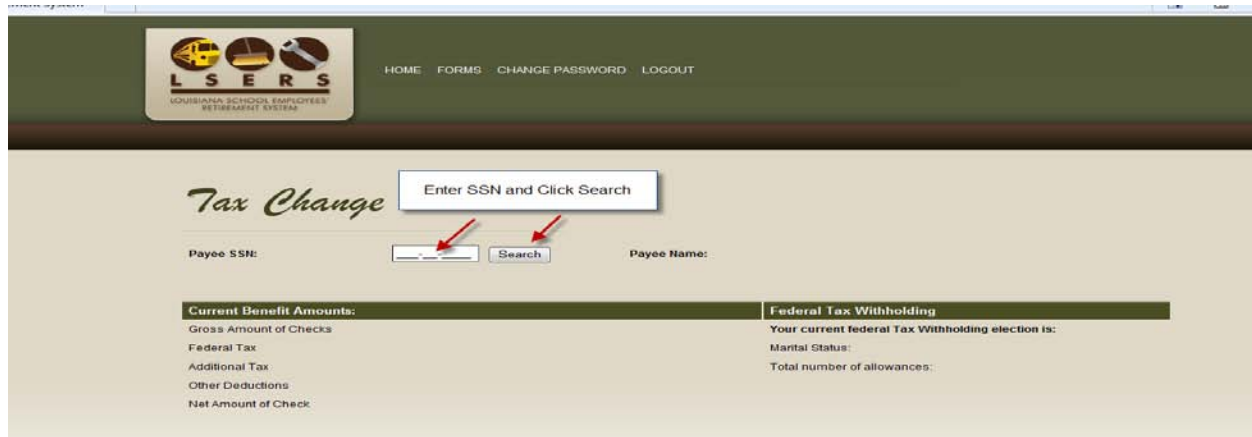


1. Access Employer/Member information by logging in on [LSERSWeb](#). Refer to [LSERSWeb Employer Access](#) and [LSERSWeb Member Access](#) procedures for step-by-step instructions for logging in.
2. Hover your cursor on Forms and Click the W-4P.



3. Enter your social security number (SSN) and click Search.





4. Review the current data from your retirement record:

The screenshot shows a web-based form for updating federal income tax withholding. At the top, there are input fields for 'Payee SSN' (labeled A) and 'Payee Name' (labeled B), each followed by a 'Search' button. Below this is a table with two columns: 'Current Benefit Amounts' and 'Federal Tax Withholding'. The 'Current Benefit Amounts' table lists: Gross Amount of Checks (\$927.37), Federal Tax (\$7.00), Additional Tax (\$0.00), Other Deductions (\$0.00), and Net Amount of Check (\$920.37). The 'Federal Tax Withholding' section shows: 'Your current federal Tax Withholding election is:' with 'Marital Status: Single' and 'Total number of allowances: 2'. Below the table is a 'Taxes:' section with explanatory text. The 'Estimate Tax Withholding:' section (labeled C) contains instructions and several input fields: 'No Taxes Withheld' (labeled D) with an unchecked checkbox, 'Marital Status' (labeled E) with a dropdown menu set to 'Single', 'Allowances' (labeled F) with a text box containing '2', and 'Additional Amount (Enter 0 if not having an additional tax amount)' (labeled G) with a text box containing '0.00'. At the bottom of this section is an 'Estimate Tax Withholding' button (labeled H). A small paragraph of text explains that an amount cannot be entered without marital status and allowances.

- A. Payee SSN
- B. Payee Name
- C. Scroll down to the Estimate Tax Withholding Section to make changes
- D. If you do NOT want any taxes taken out, click on the small box as shown in D above. Go to Step H and continue. If you want taxes taken out, do **not** check the small box.
- E. If you want to claim Married, click on the dropdown arrow next to the word "Single" to make your selection.
- F. Enter the number of allowances you want to claim.
- G. If you want to have an additional amount withheld each month, enter this amount.
- H. Click the Estimate Tax Withholding button as shown in H above.
- I. A "Message from webpage" will appear. This is the estimated tax box.(see below). Click OK.



W-4P - Federal Income Tax Withholding Changes

R. 4/9/13

LOUISIANA SCHOOL EMPLOYEES' RETIREMENT SYSTEM

Gross Amount of Checks	\$1,802.87	Your current federal Tax Withholding election is:
Federal Tax	\$108.00	Marital Status:Married
Additional Tax	\$0.00	Total number of allowances: 0
Other Deductions	\$138.52	
Net Amount of Check	\$1,556.35	

Taxes:
Your monthly retirement check is subject to federal income taxes. At the time of your retirement, you should have received a W4P. If you do not complete the W4P, LSERS withholds taxes as if you are married and claiming three(3) deductions. You can change your tax withholding option by completing this process. If you complete this form after the 20th of the month, it will be processed the following month.

Estimate Tax Withholding:

Please enter the tax withholding amount you would like to process and click the Estimate Tax Withholding button below to view estimate of monthly withholding.

Message from webpage ⓘ

⚠ Your Federal Tax is \$108.00

Click Here

OK

5. Scroll down to the next section to verify the results of your changes:
 - A. Gross Amount of Check (gross monthly retirement benefit amount)
 - B. Federal Tax Amount Withheld
 - C. Additional Tax Amount Withheld
 - D. Other Deductions (currently being withheld)
 - E. Net Amount of Check
 - F. If everything is correct, click the "Change My Withholding" button.

Tax Withholding Estimate Results:

Below are the results of the tax withholding estimate. If you would like to make these changes to your tax withholding click the Change My Withholding button below.

Gross Amount of Check:	<input type="text" value="\$927.37"/>	A
less:		
Federal Tax Amount Withheld:	<input type="text" value="\$7.00"/>	B
Additional Tax Amount Withheld:	<input type="text" value="\$0.00"/>	C
Other Deductions:	<input type="text" value="\$0.00"/>	D
Net Amount of Check:	<input type="text" value="\$920.37"/>	E

F

6. It is recommended to check LSERSWeb the next day to make sure the information is updated by viewing your retirement information within "Member Access".