



Title:
Updating Form W-4

Software: Employee Access

Revised Date: 11/18/24

Supersedes Date: 2/13/23

Navigation

1. URL:

2. Bread Crumbs:

Mat-Su School District Homepage (<http://www.matsuk12.us>) > Employees > Employee Quick Links > Employee Access

Introduction

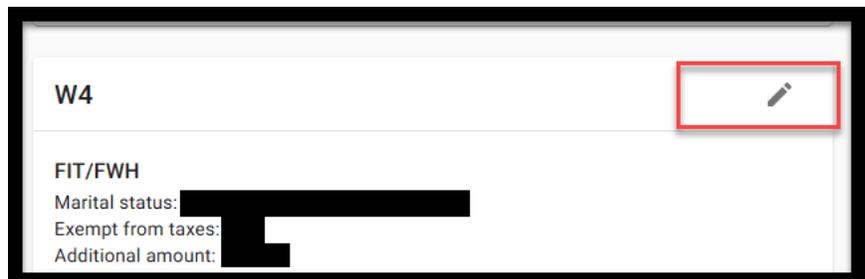
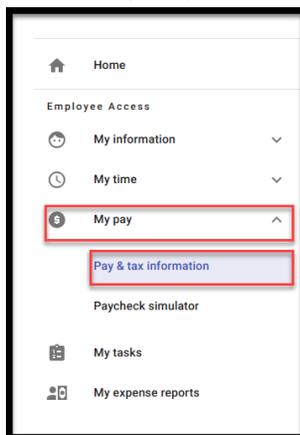
The Form W-4 filing status, multiple jobs, dependent, other income, deductions, and extra withholding information can be updated through Employee Access.

Questions?

Contact Payroll at (907)761-HELP option 4 or payroll@matsuk12.us for help.

Follow these instructions to update your Form W-4 information:

1. Go to the Employee Access homepage and login. If you need assistance with your login credentials, please contact the Help Desk at (907) 761-4357.
2. Next, click "My Pay" and then click on "Pay/Tax Information" and then select the pencil on "W-4".



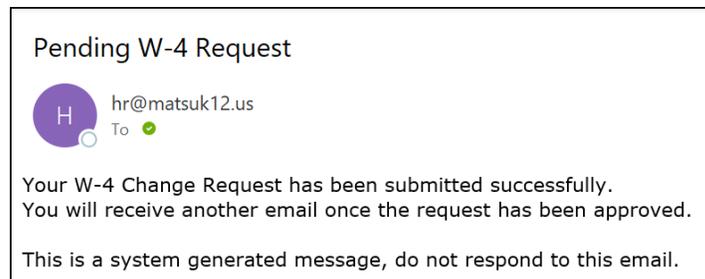
3. Select the drop down for "FIT/FWH"



4. You can then update your W-4 information and select submit.

5. Next, enter your name in the space provided under the confirmation statement, and click "ok."

6. You will receive an automated email after you submit your request.



7. Once the Payroll Department has processed your request, you will receive another email. The changes you requested will be in affect at the time you receive this notification.