Form W—4	L_A   Employee's Withholding Certificate					OMB No. 1545-0074	
Department of the Treasury Internal Revenue Service		Complete Form W-4 so that your employer can withhold the correct federal income tax from your part of the correct federal income tax fr			pay.	2023	
Step 1:			t name		(b) So	cial security number	
Enter Personal Information		note town, state, and ZIP code				Does your name match the name on your social security card? If not, to ensure you get credit for your earnings,	
						t SSA at 800-772-1213 o www.ssa.gov.	
	(c)	Single or Married filing separately  Married filing jointly or Qualifying surviving spouse  Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)					
_	_	-4 ONLY if they apply to you; otherwise, s m withholding, other details, and privacy.	skip to Step 5. See page	2 for more information	n on ea	ach step, who can	
Step 2: Multiple Job	S	Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.					
or Spouse Works		Do <b>only one</b> of the following.  (a) Reserved for future use.  (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; or					
		(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate					
		TIP: If you have self-employment income, see page 2.					
-	-	<b>-4(b) on Form W-4 for only ONE of these j</b> you complete Steps 3–4(b) on the Form W-	•		s. (You	ır withholding will	
Step 3:		If your total income will be \$200,000 or les	ss (\$400,000 or less if ma	rried filing jointly):			
Claim		Multiply the number of qualifying children under age 17 by \$2,000 \(\frac{\$}{}					
Dependent and Other		Multiply the number of other dependents by \$500			_		
Credits		Add the amounts above for qualifying children and other dependents. You may add to this the amount of any other credits. Enter the total here				\$	
Step 4 (optional): Other Adjustments		(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income			•	\$	
		(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here				\$	
		(c) Extra withholding. Enter any additional tax you want withheld each pay period				\$	
Step 5: Sign Here	Unde	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.					
	Employee's signature (This form is not valid unless you sign it.)  Date				te		
<b>Employers</b> Only				Employer identification number (EIN)			

For Privacy Act and Paperwork Reduction Act Notice, see page 3.

## Step 1 and Step 5

Steps 1 and 5 are required. The rest are optional, but filling them out could help you avoid a surprise tax bill later.

## Step 2

Use step 2 if both spouses work or if you have more than one job.

Read the instructions carefully here to avoid errors and not have too little (or too much) tax withheld.

## 4(c)

Form **W-4** (2023)

Cat. No. 10220Q

If you're self-employed on the side, you can have extra money come out of your paycheck to cover the taxes.

