

# HOW TO FILL OUT W-4

**Form W-4**  
Department of the Treasury  
Internal Revenue Service

**Employee's Withholding Certificate**  
Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.  
Give Form W-4 to your employer.  
Your withholding is subject to review by the IRS.

**Step 1: Personal Information**

(a) First name and middle initial  
**John**

Address  
**100 Oak Street**

City or town, state, and ZIP code  
**Anywhere, XY 10001**

(c) ☒ Single or Married filing jointly  
☐ Married filing jointly  
☐ Head of household (if you are the only person in your household who is dependent on you for more than half the year, skip to Step 5. See instructions.)

**Step 2: Multiple Jobs or Spouse Works**

Do only one of the following if you are claiming exemption from withholding, other than a dependent.

(a) Reserved for use by the IRS.

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result on line 4.

(c) If there are other persons in your household who work for other employers, the option is to claim exemption from withholding for each of them. Leave line 4 blank.

**MONEY INSTRUCTOR**