

Employee's Withholding Certificate

OMB No. 1545-0047

2020

Department of the Treasury

Internal Revenue Service

- ▶ **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:
Enter
Personal
Information

01 First name and middle initial Address City or town, state, and ZIP code	Last name 02 Social security number ▶ Does your name match the name on your social security card? Yes (to ensure you get credit for your earnings, contact SSA at 800-792-1243 or go to www.ssa.gov).
03 ☐ Single or Married filing separately ☐ Married filing jointly or Qualifying widowed ☐ Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and qualifying individual.)	

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the online estimator, and privacy.

Step 2:
Multiple Jobs
or Spouse
Works

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.

Do **only one** of the following:

- (a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4); **or**
- (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(a) below for roughly accurate withholding; **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 accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld. ▶ ☐

TIP: To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3-4(a) on Form W-4 for only ONE of these jobs. Leave these steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(a) on the Form W-4 for the highest-paying job.)

Step 3: Claim Dependents	If your income will be \$200,000 or less (\$400,000 or less if married filing jointly) Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$ Multiply the number of other dependents by \$1,000 ▶ \$ Add the amounts above and 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 isn'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	4(a) \$ 4(b) \$ 4(c) \$

Step 5: Sign Here	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
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Employer's Only	Employer's name and address First date of employment Employer identification number (EIN)
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