



IRS Form W4

2023

Walk-Through

Form W-4 **Employee's Withholding Certificate** OMB No. 1545-0047

2023

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

1a First name and last name	1b Social Security number
2 Address	3 Date your name or other identifying number changes (month/year)
4 City or town, state, and ZIP code	5 Date your name or other identifying number changes (month/year)

6 ☐ Single or Married filing separately
☐ Married filing jointly or Qualifying surviving spouse
☐ Head of household (Check only if you're unmarried and you have at least one dependent who is a qualifying individual)

Complete Steps 2-4 if you (1) are married, (2) are filing jointly, or (3) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.
Check only one of these boxes.