

# Employee's Withholding Certificate

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.

**2020**

<b>Step 1:</b>  <b>Enter Personal Information</b>	(a) First name and middle initial	Last name	(b) Social security number
	Address		▶ Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to <a href="http://www.ssa.gov">www.ssa.gov</a> .
	City or town, state, and ZIP code		
	(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly (or Qualifying widow(er)) <input type="checkbox"/> 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.)		

**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](http://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(c) 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(b) on Form W-4 for only ONE of these jobs.** Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

<b>Step 3: Claim Dependents</b>	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 \$500 . . . . . ▶ \$ _____		
	Add the amounts above and enter the total here . . . . .	<b>3</b>	\$ _____ 0
<b>Step 4 (optional) Other Adjustments</b>	(a) <b>Other income (not from jobs).</b> 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>4(a)</b>	\$ _____
	(b) <b>Deductions.</b> 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 . . . . .	<b>4(b)</b>	\$ _____ 0.00
	(c) <b>Extra withholding.</b> Enter any additional tax you want withheld each <b>pay period</b> . . . . .	<b>4(c)</b>	\$ _____ 0.00

**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.

▶ \_\_\_\_\_ ▶ **Date**

**Employee's signature** (This form is not valid unless you sign it.)

<b>Employers Only</b>	Employer's name and address	First date of employment	Employer identification number (EIN)
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### Step 3 - Dependents (W4)

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If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Check ("X") this box if your income is greater than \$200,000 (\$400,000 if married filing jointly) . . . . .

<b>1</b>	Enter the number of qualifying children under age 17 . . . . .	<b>1</b>	<u>0</u>
<b>2</b>	Multiply the number of qualifying children under age 17 by \$2,000 . . . . .	<b>2</b>	<u>0</u>
<b>3</b>	Enter the number of other dependents . . . . .	<b>3</b>	<u>0</u>
<b>4</b>	Multiply the number of other dependents by \$500 . . . . .	<b>4</b>	<u>0</u>

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### Step 4(b) - Deductions (W4)

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<b>1</b>	Enter an estimate of your 2020 itemized deductions. These include qualifying home mortgage interest, charitable contributions, state and local taxes (up to \$10,000), and medical expenses in excess of 7.5% of your income. See Pub. 505 for details . . . . .	<b>1</b>	<hr/>
	\$24,800 if you're married filing jointly or qualifying widow(er)		
<b>2</b>	Enter: \$18,650 if you're head of household . . . . .	<b>2</b>	<hr/> 0.00
	\$12,400 if you're single or married filing separately		
<b>3</b>	If line 1 is greater than line 2, subtract line 2 from line 1. If line 2 is greater than line 1, enter "-0-" . . . . .	<b>3</b>	<hr/> 0.00
<b>4</b>	Enter an estimate of your student loan interest, deductible IRA contributions, and certain other adjustments. See Pub. 505 for more information . . . . .	<b>4</b>	<hr/>
<b>5</b>	Add lines 3 and 4. Enter the result here and in Step 4(b) of Form W-4 . . . . .	<b>5</b>	<hr/> 0.00

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## Step 4(c) - Multiple Jobs (W4)

Complete this worksheet if you choose the option in Step 2(b) on Form W-4.

**Note:** If more than one job has annual wages of more than \$120,000 or there are more than three jobs, see Pub. 505 for additional tables

**Complete line 1 or line 2, then continue to lines 3 and 4 below.**

- 1** Two jobs. If you have two jobs or you're married filing jointly and your spouse also works, find the amount from the appropriate table in the instructions. Using the "Higher Paying Job" row and the "Lower Paying Job" column, find the value at the intersection of the two household salaries and enter that value on line 1. Then, skip to line 3. . . . . **1** \_\_\_\_\_
- OR -**
- 2** Three jobs. If you and/or your spouse have three jobs at the same time, complete lines 2a, 2b, and 2c below. Otherwise, skip to line 3.
- a** Find the amount from the appropriate table in the instructions using the annual wages from the highest paying job in the "Higher Paying Job" row and the annual wages for your next highest paying job in the "Lower Paying Job" column. Find the value at the intersection of the two household salaries . . . . **2a** \_\_\_\_\_
- b** Add the annual wages of the two highest paying jobs from line 2a together and use the total as the wages in the "Higher Paying Job" row and use the annual wages for your third job in the "Lower Paying Job" column to find the amount from the appropriate table in the instructions . . . . . **2b** \_\_\_\_\_
- c** Add the amounts from lines 2a and 2b . . . . . **2c** \_\_\_\_\_ 0.00
- 3** Enter the number of pay periods per year for the highest paying job. For example, if that job pays weekly, enter 52; if it pays every other week, enter 26; if it pays monthly, enter 12, etc. . . . . **3** \_\_\_\_\_
- 4** Divide the annual amount on line 1 or line 2c by the number of pay periods on line 3. (You may round this to the closest whole dollar amount.) Enter this amount here and in Step 4(c) of Form W-4 for the highest paying job (along with any other additional amount you want withheld) . . . . . **4** \_\_\_\_\_ 0.00