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**

- **(a) First name and middle initial**
- **(b) Last name**
- **Social security number**

- **Address**
- **City or town, state, and ZIP code**

- **Does your name match the personal name on your social security card?**
  - [ ] Single or Married filing separately
  - [ ] 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.)

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

- 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). If you or your spouse have self-employment income, use this option; or
    - (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.

**Step 3: Claim Dependent and Other Credits**

If your total 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 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**

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**

**Employers Only**

- **Employer’s name and address**
- **First date of employment**
- **Employer identification number (EIN)**

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