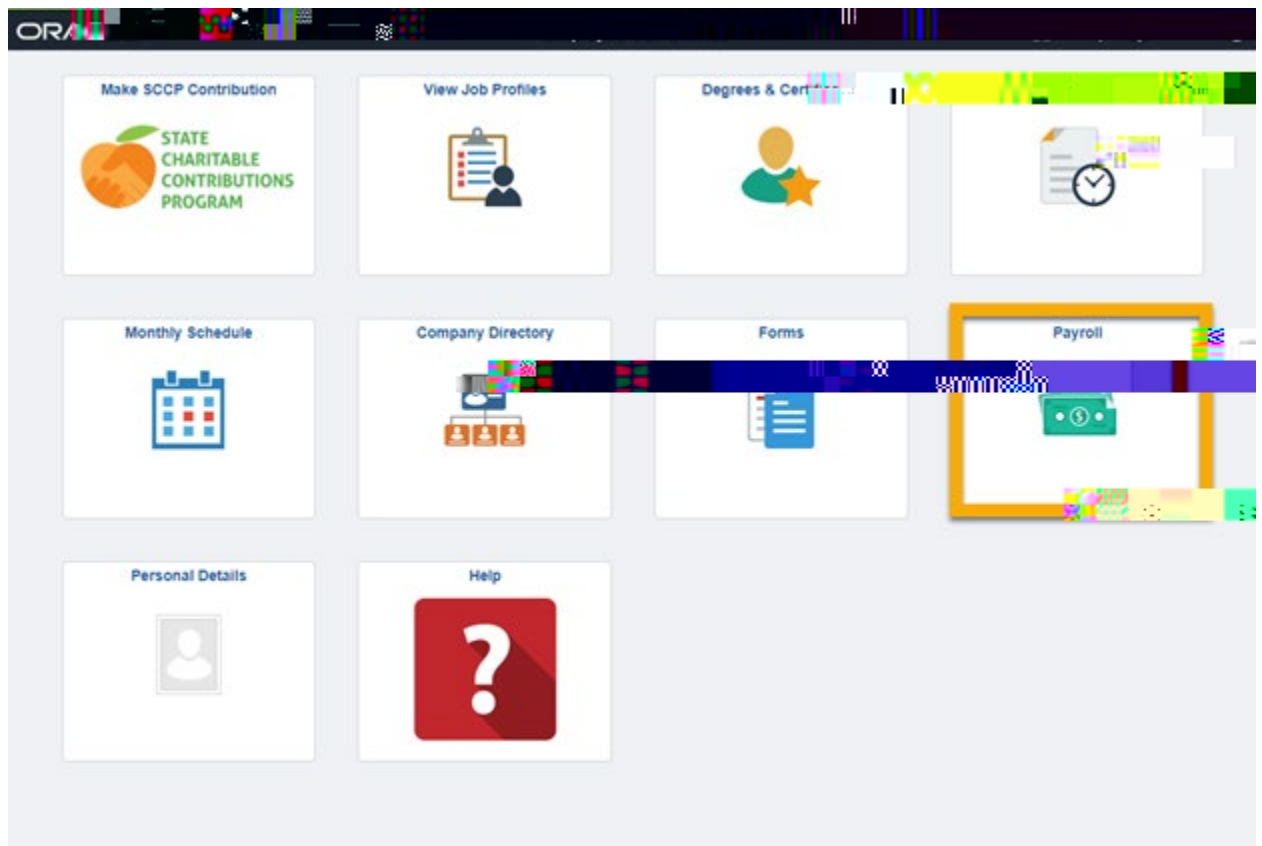
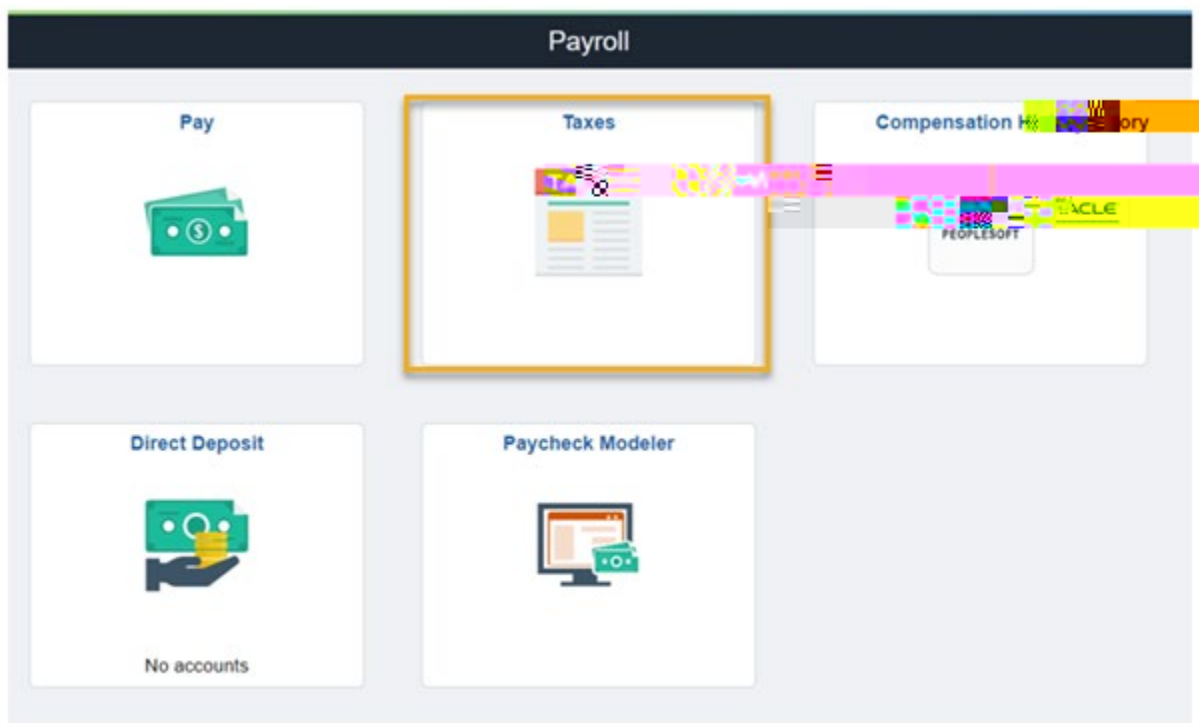


## Introduction

This job aid provides the steps necessary to complete your Federal Form W-4 withholding so the Payroll Department can calculate the correct amount of tax to withhold from your pay. Federal income tax is 44s



3. Select the Taxes tile.



4. Select W-4 Tax Information.



5. Personal Information.

- a. Personal Information : Confirm that your name matches the name on your social security card.
- b. Address : Confirm your address.

c. Filing Status : Select “Single”, “Married”, or “Head of Household.”

**Step 1: Personal Information**

**a** Do you have a Social Security number? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to [www.ssa.gov](http://www.ssa.gov).

**b** Address

**c** Filing Status

- Single or Married filing separately
- Married filing jointly (or Qualifying widow(er))
- Head of household (you are unmarried, you are the primary breadwinner, and pay more than half the cost of keeping up a home for a qualifying individual).

Complete Steps 2 through 4 ONLY if they apply to you. To see if you are exempt from withholding or you have concerns about your privacy, see instructions for Form W-4 on the IRS website.

6. Multiple Jobs or Spouse Works.

Check here if you hold more than one job at a time or are married filing jointly and your spouse also works

**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 will be most accurate if you complete this step.

[Hide Instructions](#)

Do only one of the following.

- (a) Use the estimator at [www.irs.gov/w4app](http://www.irs.gov/w4app) for most accurate withholding, or
- (b) Use the Multiple Jobs Worksheet and enter the result in Step 4 (c) below for rough withholding.
- (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 simple pay structures. If necessary, withholding may be withheld.

CAUTION: If you have privacy concerns, choose (a) or (b). If you and/or your spouse are self-employed, including as an independent contractor, choose (a).

Multiple Jobs or Spouse Works

Complete Steps 3 through 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 through 4(b) on the Form W-4 for the highest paying job.)

7. Claim Dependents.

- a. Claim Exemption : Enter the appropriate year in which you are claiming the exemption.
- b. Read the eligibility requirements and Check this box if you meet both conditions to claim exempt status.
- c. Read the acknowledgement statement and click the Submit button.

The screenshot shows a section of a tax form titled "Claim Exemption from Withholding".

- Callout a:** Points to the text "I claim exemption from withholding for the year" followed by a text input field containing "2020" and "and I certify that I meet".
- Callout b:** Points to the text "BOTH of the following conditions for exemption from withholding:" followed by a bulleted list containing "Last year I owed no federal income tax." and a partially visible second condition.
- Callout c:** Points to a checkbox labeled "Check this box if you meet both conditions to claim exemption from tax withholding" and the declaration text "Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, the information is true and correct." followed by a "Submit" button.