

2024 HOW TO W-4

Form W-4
Department of the Treasury
Internal Revenue Service

Employee's Withholding Certificate
Complete Form W-4 so that your employer can withhold the correct federal income tax.
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
John

Address
100 Oak Street
City or town, state, and ZIP code
Anywhere, XY 10001

(c) ☒ Single or Married filing separately
☐ Married filing jointly or Qualifying widow(er)
☐ Head of household (Check only if you are the head of a household.)

Complete Steps 2-4 ONLY if they apply to you.
Do not check this box if you are claiming exemption from withholding, other details.

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

Complete this step if you (1) have more than one job, or (2) you or your spouse work for more than one employer.
Do only one of the following:
(a) Reselect the Multiple Jobs W-4.
(b) Use the Multiple Jobs W-4.
(c) If there are only two jobs, and one is generally more than half the other, use the higher paying job. Otherwise, use the self-employed W-4.

**MONEY
INSTRUCTOR**

