

WHAT IS

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 from your pay.
Give Form W-4 to your employer.
Your withholding is subject to review by the IRS.

Step 1: Enter your name and address.
(a) First name and middle initial: **John**
Last name: **Doe**
Street: **123 Main Street**
City, state, and ZIP: **Anytown, XY 10001**

Step 2: Enter your marital status.
Single or Married filing jointly: **Married filing jointly**
Head of household: **None**
If you are married and pay more than half the cost of keeping up your home, you may be eligible for the head of household status. If so, check the box below.
If you are married and your spouse is also working, you may be eligible for the dual-earner status. If so, check the box below.
If you are married and your spouse is not working, you may be eligible for the single status. If so, check the box below.
If you are married and your spouse is working and you are not, you may be eligible for the dual-earner status. If so, check the box below.
If you are married and your spouse is not working and you are not, you may be eligible for the single status. If so, check the box below.

Step 3: Enter the number of dependents you claim for yourself and your spouse.
(a) Reserve for yourself: **0**
(b) Use for your spouse: **0**
(c) If there are other dependents, enter the number: **0**

Step 4: Enter the number of jobs you or your spouse work.
(a) Reserve for yourself: **0**
(b) Use for your spouse: **0**
(c) If there are other jobs, enter the number: **0**

Do only one of the following:
(a) Reserve for yourself: **0**
(b) Use for your spouse: **0**
(c) If there are other jobs, enter the number: **0**

Multiple Jobs or Spouse Works

MONEY INSTRUCTOR