

2025

HOW TO FILL OUT

W-4

Form **W-4**

Department of the Treasury
Internal Revenue Service

Step 1:

Enter Personal Information

(a) First name and middle initial

Last name

Address

City or town, state, and ZIP code

- (c) ☐ Single or Married filing separately
☐ Married filing jointly or Qualifying surviving spouse
☐ Head of household (Check only if you're unmarried and p

TIP: Consider using the estimator at www.irs.gov/W4App to determine if you are completing this form after the beginning of the year; expect to change your marital status, number of jobs for you (and/or your spouse if married), deductions, or credits. Have your most recent pay stub(s) from this year, use the estimator again to recheck your withholding.

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip them. Claim exemption from withholding, and when to use the estimator.

Step 2:

Complete this step if you (1) hold more than one job. The correct amount of withholding

Employee's Withholding

Complete Form W-4 so that your employer can withhold the correct amount of federal income tax from your pay.
Give Form W-4 to your employer.

Your withholding is subject to change.