

**Employee's Withholding Allowance Certificate**

OMB No. 1545-0074

- ▶ **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.**

**2020**

<b>Step 1:</b> <b>Enter Personal Information</b>	<b>1a</b> First name and middle initial	Last name	<b>1b</b> Social security number
	Home address (number and street)		▶ Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to <a href="http://www.ssa.gov">www.ssa.gov</a> .
	City or town, state, and ZIP code		
	<b>1c</b> <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly <input type="checkbox"/> 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)		

Complete Steps 2 through 4 if they apply to you; otherwise, skip to Step 5. See instructions on page 2.

<b>Step 2:</b> <b>Account for Multiple Jobs</b>	<b>Caution:</b> The correct amount of withholding depends on income earned from all jobs in the household. If you: <ul style="list-style-type: none"> <li>• Hold more than one job at a time, or</li> <li>• Are married filing jointly and both you and your spouse work,</li> </ul> account for this below or you may owe additional tax when filing your tax return. (If you and/or your spouse have income from self-employment, see page 2.)
	<b>2 Multiple jobs.</b> Do only one of the following. <ul style="list-style-type: none"> <li>• Use the calculator at <a href="http://www.irs.gov/W4App">www.irs.gov/W4App</a> for most accurate withholding; or</li> <li>• Use Worksheet 1 on page 3 and enter the result on line 4c below for roughly accurate withholding; or</li> <li>• If there are only two jobs in your household, you may check here. Do the same on Form W-4 for the other job. With this option, more tax than necessary may be withheld from your wages, but you generally won't have too little tax withheld. <input type="checkbox"/></li> </ul>

Complete lines 3 through 4b on Form W-4 for only one job in the household. (Your withholding will be most accurate if you do this on the Form W-4 for the highest paying job.)

<b>Step 3:</b> <b>Claim Dependents</b>	<b>3 Dependents.</b> If your income will be \$200,000 or less (\$400,000 or less if married filing jointly) (see instructions):	
	• Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$ • Multiply the number of other dependents by \$500 ▶ \$ Add the amounts above and enter the total here	<b>3</b> \$
<b>Step 4:</b> <b>Other Adjustments (optional)</b>	<b>4a Other income.</b> If you want tax withheld for other income you expect this year that will not have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income. You should not include income from any jobs	<b>4a</b> \$
	<b>b Deductions.</b> If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use Worksheet 2 on page 3 and enter the result here	<b>4b</b> \$
	<b>c</b> Enter any additional amount you want withheld each pay period	<b>4c</b> \$
	<b>d Exemption.</b> You can claim exemption from withholding for 2020 if: <ul style="list-style-type: none"> <li>• For 2019, you had no federal income tax liability; and</li> <li>• For 2020, you expect to have no federal income tax liability.</li> </ul> If you meet both of these conditions, certify by writing "Exempt" here ▶	<b>4d</b>

**Step 5:** Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

<b>Sign Here</b>	Employee's signature (This form is not valid unless you sign it.)		Date
	Employer's name and address		Employer identification number (EIN)