

Form W-4 Department of the Treasury Internal Revenue Service		Emplo	vee's Withholding Certificate	OMB No. 1545-0074
		➤ Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.		2020
Step 1: Enter Personal Information	(2)	first name and middle initial	Last namo (b)	Social security number
	City	ors fount, state, and ZIP code		oes your name match the e of your social security 17 if not, to ensure you got it for your earnings, contact at ablu-172-1213 or go to x say gov.
	ps 2	through 4 ONLY if they app		4
Step 2: Multiple Jobs or Spouse Works		also works. The correct amo Do only one of the following (a) Use the estimator at ww (b) Use the Multiple Jobs Wor (c) if there are only two jobs is accurate for jobs with CAUTION: if you have priv	i) Note more than one job at a time, or (z) are married filing job unit of withholding depends on jobine earned from all of these 2- 2. W. I's, gow/W4App for most accurate withholding, or where on page 3 and enter the result in Step 4(3) below for roughly a total, you may check this box. On the same in Form W-4 for the similar pag, otherwise, more tax than nicossary may be withheld any connected, choice (a).	obs.
			only one of these jobs. Leave those steps blank for the other journ 4(b) on the Form W-4 for the highest paying lob.)	bs. (Your withholding

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.)				
Step 3: Claim Dependents	Multiply the number of other dependents by \$500 ▶ \$			
Step 4	Add the amounts above and enter the total here	3	\$	
(optional): Other	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	4(a)	\$	
Adjustments	(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and	4(b)	\$	
	(c) Extra withholding. Enter any additional tax you want withheld each pay period .	4(c)	\$	
Step 5:	Under panalties of perfury, I declare that this certificate, to the best of my knowledge and belief, is true, com-	ect, a	nd complete.	
Sign Here	Employee's signature (This form is not valid unless you sign it.)	е		

Software systems for new W-4s

- Two software systems for old and new W-4 is not necessary
- Same set of withholding tables used for both forms
- Apply these tables separately to systems for new and old forms
- Additional guidance will be provided on the payroll calculations needed based on data fields on the new and old forms



Use of new W-4

- New employees who fail to submit a Form W-4 after 2019 treated as single filer with no other adjustments
- Beginning in 2020, all new employees must used the redesigned form



No requirement to request new W-4s

- Employees hired before 2020 are not required to submit a new Form W-4
- Withholding will continue based on a valid form previously submitted
- Do not treat employees as failing to furnish Forms W-4 if they don't provide a new Form W-4



Adjustment for nonresident aliens

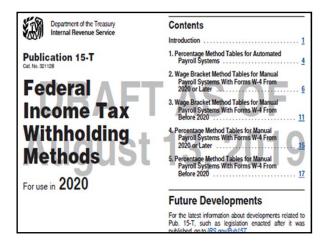
- Pub 15-T will provide instructions on the additional amounts to add to wages to determine withholding for nonresident aliens
- Nonresident alien employees should continue to follow special instruction in Notice 1392 when completing their Forms W-4



2020 Publication 15-T

- Draft of Publication 15-T, Federal Income Tax Withholding Methods, for use in 2020 issued June 7
- Comments must be submitted by July 8, 2019 to be timely
- IRS will post a new draft this summer to show final computation of withholding
- Can't provide updated withholding tables for 2020 until the final Pub 15-T is released in December





Why a Paycheck Checkup?

- Some law changes in the Tax Cuts and Jobs Act may affect your withholding
- Protect against having too little tax withheld and facing an unexpected tax bill or penalty at tax time next year
- Avoid too much withholding; you can receive more in your paychecks



Will I Need to Do Another Checkup? It's a bright idea to do a Paycheck Checkup again this year to see that you are having the right amount of tax withheld for 2019. IRS www.irs.gov/withholding



Tax Withholding Estimator page (scrolled down)

Plan Ahead: Tips For Using This Program

The Estimator will ask you to estimate values of your 2019 income, the number of children you will claim for the Child Tax Credit and Earned Income Tax Credit, and other items that will affect your 2019 taxes. This process will take a few minuters.

- Gather your most recent pay stubs.
- Have your most recent income tax return handy; a copy of your completed Form 1040 will help you estimate your 2019 income and other characteristics and speed the process.
 Keep in mind that the Estimator's results will only be as accurate as the information you provide. If your
- Keep in mind that the Estimator's results will only be as accurate as the information you provide. If your circumstances change during the year, come back to this Estimator to make sure that your withholding is still correct.
- The Tax Withholding Estimator does not ask you to provide sensitive personally-identifiable information like your name, Social Security number, address or bank account numbers. The IRS does not save or record the information you enter on the Estimator.

IMPORTANT NOTE: This Tax Withholding Estimator works for most taxpayers. People with more complex tax situations should use the instructions in Publication 505, Tax Withholding and Estimated Tax (PDF). This includes taxpayers who owe alternative minimum tax or certain other taxes, and people with long-term capital gains or qualified dividends.

Ready to start? Make sure Javascript is enabled

Tax Withholding Estimator

Tax Withholding Estimator page (scrolled down)

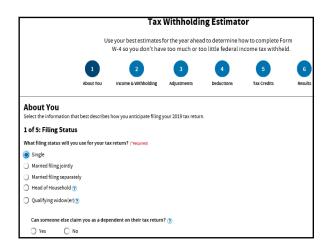
Tax Withholding Estimator

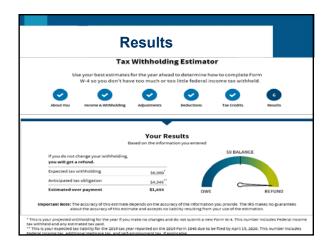
To Change Your Withholding:

- $\bullet \ \ \text{Use your results from this Estimator to help you complete a new} \underline{\text{Form W-4, Employee's Withholding}}$
- Allowance Certificate (PDF), and
- Submit the completed Form to your employer as soon as possible. Withholding takes place throughout
 the year, so it's better to take this step as soon as possible.

Special Note for 2020: If you follow the recommendations at the end of this Estimator and change your withholding for 2019, the IRS reminds you to be sure to recheck your withholding at the start of 2020. This is especially important if you reduce your withholding sometime during 2019. A mid-year withholding change in 2019 may have a different full-year impact in 2020. So if you do not file a new Form W-4 for 2020, your withholding might be higher or lower than you intend. To help protect against having too little withheld in 2020, we encourage checking your withholding again early in 2020.

If you have additional questions about your withholding, consult your employer or tax advisor.





Your recap				
Your Information The following is a recap of information entered on the preceding pages on which the above advice is based. Use the progress tracker at the top of the screen to go back to pages if you need to edit information. PREPARED. WEDNESONY, SEPTEMBER 11, 2019				
iling Status: Single		Will you be 65 or older on January 1, 2020?	No	
Can someone claim you as a dependent? No		Are you blind?	No	
Number of jobs/pensions:		Total contribution to tax-deferred retirement plan:	\$0	
Total salary/pensions: \$50	,000	Child credit qualifying children:	0	
Total earned income other than salary: \$0		Child & dependent care credit expenses:	\$0	
Other Income: \$0		EITC qualifying children:	0	
Total tax withheld from last check: \$250		Adjustments to income:	\$0	
Total tax withheld to date: \$4	1,000	Total itemized deductions:	\$0	

Resources:

- www.irs.gov/estimator
- <u>Publication 505</u>, Tax Withholding and Estimated Tax
- Form W-4, Employee's Withholding Allowance Certificate
- Form 1040-ES, Estimated Tax for Individuals



W-2 scam

- Poses as company executive, asks payroll employee for list of all employees W-2s
- Targets: businesses, public schools, universities, tribes
- Employer/victims should email dataloss@irs.gov and provide POC
- Victims/non-victims should forward any suspicious W-2 emails (including full headers) to Phishing@irs.gov and use subject line: W2 Scam



Don't fall for spoofing emails Stay alert to cybercriminals trying to trick payrol and HR offices into gring them employees W-2 information. Www.irs.gov/alerts BIRS

Payroll industry calls Monthly payroll industry calls • First Thursday of each month • 1:00 p.m. Eastern sbse.payroll@irs.gov **MIRS Emerging employment tax issue** Wellness Benefits Many employers, health insurers and unions provide employees with wellness plans or programs that are designed to promote the health of the employees Employer wellness programs often provide employees with rewards for taking certain actions intended to promote health **MIRS Emerging employment tax issue**

- If the rewards are limited to section 213 medical expenses then usually they would not be wages subject to employment taxes
- An example is where the employer places a limitation on a gift card such that it may only be used for a section 213 medical expense, e.g., prescription medications

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Emerging employment tax issue

- Some employers offer a wellness arrangement where they require the employee to pay a pre-tax premium (similar to a health plan premium through a cafeteria plan)
- Under existing law in IRC § 105 and 106, the amount of the reimbursement in this arrangement is wages subject to employment taxes



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