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for employees starting next year.

Isaac M. O'Bannon • May. 31, 2019

Form W-4		Employee's Withholding Allowance Certificate		OMB No. 1545-0074
Department of the Treasury Internal Revenue Service		<p>▶ 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.</p>		2020
Step 1: Enter Personal Information	1a First name and middle initial	Last name		1b 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 www.ssa.gov .
	City or town, state, and ZIP code			
	1c <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.				
Step 2: Account for Multiple Jobs	<p>Caution: The correct amount of withholding depends on income earned from all jobs in the household. If you:</p> <ul style="list-style-type: none">• Hold more than one job at a time, or• Are married filing jointly and both you and your spouse work, <p>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.)</p> <p>2 Multiple jobs. Do only one of the following.</p> <ul style="list-style-type: none">• Use the calculator at www.irs.gov/W4App for most accurate withholding; or• Use Worksheet 1 on page 3 and enter the result on line 4c below for roughly accurate withholding; or• 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. <p style="text-align: right;">▶ <input type="checkbox"/></p>			
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.)				
Step 3: Claim Dependents	3 Dependents. 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 ▶ \$			

The Internal Revenue Service has issued a [draft of the 2020 Form W-4, Employee's Withholding Allowance Certificate \(PDF\)](#), that will make accurate withholding easier for employees starting next year.

The revised form implements changes made following the 2017 Tax Cuts and Jobs Act, which made major revisions affecting taxpayer withholding. The redesigned

Form W-4 no longer uses the concept of withholding allowances, which was

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closely with the payroll and tax community to develop a redesign that best serves taxpayers.

The IRS expects to release a near-final draft of the 2020 Form W-4 in mid-to-late July to give employers and payroll processors the tools they need to update systems before the final version of the form is released in November. To make additional improvements to this initial draft for 2020, the IRS is now accepting comments for 30 days. To facilitate review of this form, IRS is also releasing [FAQs](#) about the new design.

The IRS anticipates the related instructions for employers will be released in the next few weeks for comment as well.

The IRS reminds taxpayers that this draft Form W-4 is not for current use, but is a draft of the form to be used starting in 2020. Employees who have submitted a Form W-4 in any year before 2020 will not be required to submit a new form merely because of the redesign. Employers can continue to compute withholding based on the information from the employee's most recently submitted Form W-4.

For 2019, taxpayers should continue using the [current Form W-4 \(PDF\)](#). The IRS also continues to encourage people to do a [Paycheck Checkup](#) as soon as possible to see if they are withholding the right amount of tax from their paychecks, particularly if they had too much or too little tax withheld when they filed their 2018 taxes earlier this year. People with major life changes, such as a marriage or a new child, should also check their withholding.

The IRS cannot respond individually to those who submit comments, but the agency does appreciate the feedback and will consider all comments received.

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