

Update W-4

Review Form W-4 2020 for required information on completing a new form W-4. Once you have made changes you will be required to certify those changes by clicking on Certify Changes and then clicking on OK in the pop up window. If the delete option is available select the check box then click on Certify Changes to remove the record.
NRA = Nonresident Alien. If you are a nonresident alien, see notice 1392, Supplemental Form W-4 instructions for Nonresident Aliens, and contact the payroll office before completing this form.

The IRS released a new W-4 form for 2020. The filing status and additional withholding amount (if any) will default in to the new form fields, but number of allowances/exemptions are no longer used. If you would like to review that information you can access your W-4 History.

* - indicates a required field.

Federal Withholding Tax

Deduction Effective as of:

Jan 15, 2020

If your last name differs from that shown on your Social Security Card, check here.

Note: See Form W-4 instructions.

Effective Date of Change MM/DD/YYYY:*

01/15/2020

Note: Effective Date must be after Jan 11, 2020 the date you were last paid.

Deduction Status:*

Active

I claim exemption from withholding for the tax year specified, and I certify that I meet both of the following conditions for exemption.

* Last year I had no tax liability and

* This year I expect to have no tax liability.

If you meet both conditions, select "Exempt" in Deduction Status field.

Filing Status:*

Married

NRA Indicator:

Step 2C Indicator:

Dependents Under 17 999999.99

Multiply the number of qualifying children under age 17 by \$2,000.

Other Dependents 999999.99 :

Multiply the number of other dependents by \$500.

Dependent Amount 999999.99 :

Step 3: Add the amounts above and enter the total here.

Other Income 999999.99 :


Step 4a) See Form W-4 instructions.

Deductions 999999.99 :

Step 4b) See Form W-4 instructions.

Additional Withholding 999999.99

Step 4c) Extra Withholding. Enter any additional tax you want withheld each pay period.

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1. Enter # of Dependents under 17 years old (1)
 2. Enter # of other Dependents (1)
 3. Multiply 1 by 2,000 and 2 by 500 = 2500.00
 4. Enter Other income (This may include interest, dividends, and retirement income)
 5. Enter Deductions (If you expect to claim deductions other than the standard deduction and want to reduce your withholding)
 6. Enter Additional Withholding (Enter any additional tax you want withheld each pay period, this will increase your withholding)