

W-4

Employee's Withholding Certificate

1545-00_4

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.

2024

Step 1: Enter Personal Information

(a) Social Security number	SS	(b) Social security number	Does your name match the name on your social security card? If not, explain.
(c) <input type="checkbox"/> Single <input type="checkbox"/> Married filing separately <input type="checkbox"/> Married filing jointly <input type="checkbox"/> Qualifying surviving spouse <input type="checkbox"/> Head of household			

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5.

Step 2: Multiple Jobs or Spouse Works

(a) If you are married and your spouse works for another employer, check this box.

(b) If you are a spouse, check this box.

(c) If you are a dependent, check this box.

Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs.

Step 3: Claim Dependent and Other Credits

If you are claiming a dependent, check this box.

Claim dependent: Yes No

Other credits: Yes No

Step 4 (optional): Other Adjustments

(a) Other income (not from jobs). If you have other income, enter the amount.

(b) Deductions. If you have deductions, enter the amount.

(c) Extra withholding. If you have extra withholding, enter the amount.

Step 5: Sign Here

Employee's signature: _____ Date: _____

Employers Only

Employer's name: _____ EIN: _____

