

W-4 FORM

Helps the employer determine how much of your paycheck to withhold for federal income tax (personal allowance worksheet) (changed time on account of additional jobs, marriage, divorce, and pregnancy)

Depends on the tax-paying philosophy if you withhold more (pay as you go tax style) or withhold less meaning make up the difference at the end so you need to budget more effectively



Step 1

Fill out information such as name, address, and tax filing status (single, married filing jointly, or head of household)

only complete steps 2-4 if necessary... most students fill just leave them blank

Step 2:

only completed if you hold more than one job or are filing taxes jointly with a spouse who is also working

Step 3:

claim dependents ex) children *if income is under \$200,000 you can claim dependents*

Step 4:

Calculate your allowances (represents things that reduce your income such as yourself, dependents (ex. children), working only 1 job, & being head of household) → the more allowances you report the less tax that will be withheld)

Step 5:

Adjust by inputting other income from other jobs or other deductions *optional

Step 6:

Sign

