

Department of the Treasury Internal Revenue Service  **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.**

**Step 1 – Personal Information** (Please complete form in black ink.)

|   |               |                            |   |
|---|---------------|----------------------------|---|
| Payroll System (check one)<br><input type="checkbox"/> <b>RG</b> <input type="checkbox"/> <b>CT</b> <input type="checkbox"/> <b>UM</b>  | Agency Number | Name of Employing Agency   |   |
| (a) Employee Name   |               | (b) Social Security Number |   |
| Home Address (number and street or rural route) (apartment number, if any)  |               |                            | <b>Does the name match the name on your Social Security card?</b> If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to <a href="http://www.ssa.gov">www.ssa.gov</a> |
| City  | State         | Zip Code                   | County of Residence (required)  |
| (c) <input type="checkbox"/> <b>Single or Married filing separately</b><br><input type="checkbox"/> <b>Married filing jointly</b> (or Qualifying widow(er))<br><input type="checkbox"/> <b>Head of household</b> (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 2–4 ONLY if they apply to you; otherwise, skip to Step 5.** See page 2 for more information on each step, who can claim exemption from withholding, when to use the online estimator, and privacy.

**Step 2: Multiple Jobs or Spouse Works**

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

- (a) Use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) for most accurate withholding for this step (and Steps 3–4); **or**
- (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; **or**
- (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld.

**TIP:** To be accurate, submit a 2022 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

**Complete Steps 3–4(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 3–4(b) on the Form W-4 for the highest paying job.)

|   |   |             |    |
|---|---|-------------|----|
| <b>Step 3:</b>                              | If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):   |             |    |
| <b>Claim Dependents</b>                     | Multiply the number of qualifying children under age 17 by \$2,000 <input type="checkbox"/> \$ _____  |             |    |
|   | Multiply the number of other dependents by \$500..... <input type="checkbox"/> \$ _____   |             |    |
|   | Add the amounts above and enter the total here . . . . .  | <b>3</b>    | \$ |
| <b>Step 4 (optional): Other Adjustments</b> | (a) <b>Other income (not from jobs).</b> If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income . . . . . | <b>4(a)</b> | \$ |
|   | (b) <b>Deductions.</b> 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 enter the result here. . . . .   | <b>4(b)</b> | \$ |
|   | (c) <b>Extra withholding.</b> Enter any additional tax you want withheld each <b>pay period</b> .   | <b>4(c)</b> | \$ |

|                          |  |  |             |
|--------------------------|--|--|-------------|
| <b>Step 5: Sign Here</b> | Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete. |  |             |
|                          | <b>Employee's signature</b> (This form is not valid unless you sign it.)   |  | <b>Date</b> |

|                       |  |                          |                                      |
|-----------------------|--|--------------------------|--------------------------------------|
| <b>Employers Only</b> | Employer's name and address (For Employer Use Only)<br><b>Central Payroll Bureau</b><br>P.O. Box 2396<br>Annapolis, MD 21404 | First date of employment | Employer identification number (EIN) |
|-----------------------|--|--------------------------|--------------------------------------|