Form W-4

Employee's Withholding Certificate

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.

OMB No. 1545-0074

2024

Step 1: Enter Personal Information

(a) First name and middle initial / Last name

(b) Social security number

Address

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

(c)
- [ ] Single or Married filing separately
- [ ] Married filing jointly or Qualifying surviving spouse
- [ ] 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 2–4 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, and when to use the estimator at www.irs.gov/W4App.

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 for most accurate withholding for this step (and Steps 3–4). If you or your spouse have self-employment income, use this option; or

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; 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 . . . . ▶ [ ]

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.)

Step 3: Claim Dependent and Other Credits

If your total income will be $200,000 or less ($400,000 or less if married filing jointly):

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

Multiply the number of other dependents by $500 . . . . . $ _____

Add the amounts above for qualifying children and other dependents. You may add to this the amount of any other credits. Enter the total here . . . . 3 | $

Step 4 (optional): Other Adjustments

(a) Other income (not from jobs). 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 . . . . 4(a) | $

(b) Deductions. 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 . . . . 4(b) | $

(c) Extra withholding. Enter any additional tax you want withheld each pay period . . 4(c) | $

Step 5: Sign Here

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

Employee's signature (This form is not valid unless you sign it.) | Date

Employers Only

Employer's name and address | First date of employment | Employer identification number (EIN)

For Privacy Act and Paperwork Reduction Act Notice, see page 3.

Cat. No. 10220Q

Step 2(b)—Multiple Jobs Worksheet *(K   )*

If _o   2( )_o _orm -4   w_ck_s   (w   f_o   _o   only ONE _orm -4.   w   w_ck_s   _orm -4 f_o
_o.   _o   cc u   ,   m   w   _orm -4 f_o   201 .

Note: If m_o   _o _o _s u w   m_o $120,000 _o   m_o   . 505 f_o
_s_o   _c   u_s   _o   w   _s m _o   . v/ *4A* .

1 **Two jobs.** If   f   c
_o, f   m_o f_o   _o   _o   4.
_o   _oc   m , f   lu
v lu _o 1.   , **skip**   _o   3. . . . .   1 $ _____

2 **Three jobs.** If   v   2 , 2 ,
2   w.   w _s,   _o   3.

   a   m_o f _o   _o   _o   4 u_s   u w _f_m   _s
            _o   _o _w   u w _f_o _o   _s   _o
            _w   _oc m .   v lu   _o   w_o _o _s _p _s   _s
            v lu _o 2 . . . .   2a $ _____

   b A   u w _s   w_o   _s   _o _f _m 2 _o   u_s   _o _s
      w _s   _o _w u_s   u w _f_o _o   _o   _w
      _oc m _o   m_o f _o   _o   _o   4   _s m_o
      _o 2 . . . .   2b $ _____

   c A   m_o _s f _m _2   2   _s _o _2 . . . .   2c $ _____

3   um   _o _s   f_o   _s   _o. _o   m , 0 0 1 50 _o _s

Married Filing Jointly or Qualifying Surviving Spouse

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	$0 - ,	$10,000 - 1 ,	$20,000 - 2 ,	$30,000 - 3 ,	$40,000 - 4 ,	$50,000 - 5 ,	$ 0,000 - ,	$ 0,000 - ,	$ 0,000 - ,	$ 0,000 - ,	$100,000 - 10 ,	$110,000 - 120,000
$0 - ,	$0	$0	$ 0	$ 50	$ 40	$1,020	$1,020	$1,020	$1,020	$1,020	$1,020	$1,3 0
$10,000 - 1 ,	0	80	1, 80	1, 40	2,140	2,220	2,220	2,220	2,220	2,220	2,5 0	3,5 0
$20,000 - 2 ,	80	1, 80	2, 0	3,140	3,340	3,420	3,420	3,420	3,420			