

How do I Make Changes to my W-4?

There are two places to complete a new W-4 form.

Staff – Employee Portal – 2025 Tax documents – Go to Pay and Taxes

- Next to W4 is an edit arrow, click on the arrow.
- There are two options, Guide me and Let me choose.
- Pick an option and complete a new W-4 or Colorado state withholding
- Submit your form through the portal, which is sent directly to Payroll

Staff – Forms – Finance Forms – Payroll Forms – W-4

- Open the W-4, complete the form and either email it through secure Mimecast to Payroll@wps.org, inter office mail, or drop it off in person at the ESC front desk.

What Is the W-4 Form?

The W-4 form (officially called the Employee's Withholding Certificate) is used to tell your employer how much **federal income tax** to withhold from your paycheck. You typically fill it out when you start a new job or when your financial situation changes.

Why It Matters:

- The amount withheld is determined by the employee on what you enter on the W-4 form.
- Withholding too much could result in a refund when you file your taxes, while withholding less could result in a balance due.

This guide is for informational purposes only. Westminster Public Schools does not provide tax, legal, or financial advice to employees. For personalized guidance, please consult a tax professional or visit [irs.gov](https://www.irs.gov).

Key Facts:

- The form is **not sent to the IRS**—submit it to your employer.
 - You can **update it anytime** (e.g., if your job, income, or household changes). The form is available on the **Employee Portal** for easy updates.
 - It only affects **federal income tax**—not Social Security or Medicare.
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How to Fill Out a W-4 (Simplified Guide):

Step 1: Personal Information

- Enter your name, address, and Social Security number.
- Choose your **filing status**:
 - Single or Married Filing Separately
 - Married Filing Jointly

- Head of Household

Step 2: Multiple Jobs or Spouse Works

Use this step if you:

- Have more than one job at the same time, or
- Are married filing jointly and your spouse also works.

You may choose one of the following options to help determine withholding accuracy:

- **Option 2(a):** Use the [IRS Tax Withholding Estimator](#)—generally recommended for the most accurate results, but it is optional.
- **Option 2(b):** Fill out the Multiple Jobs Worksheet (page 3 of the W-4) for your highest-paying job.
- **Option 2(c):** Check the box if you (or you and your spouse) have exactly two jobs with similar pay.

If you complete Step 2, only fill out Steps 3 and 4 on the **W-4 for the highest-paying job**. Leave those steps blank on the others.

Step 3: Claim Dependents

- If your total income is under \$200,000 (\$400,000 if married filing jointly), you may claim:
- \$2,000 for each child under age 17
- \$500 for other dependents

You can also choose **not to claim** dependents if you want **more taxes withheld** from each paycheck.

Step 4: Optional Adjustments

- If you're unsure about how to estimate amounts in this section, the [IRS Tax Withholding Estimator](#) or a tax professional can be helpful.
- **4(a):** Report other income not from jobs (e.g., interest, dividends).
- **4(b):** Enter additional deductions if you plan to itemize.
- **4(c):** Add any extra amount you'd like withheld from each paycheck.

Step 5: Submission Instructions

- Sign and date the form to make it valid.
- For Current Employees: Submit the completed form to the Payroll Department
- For New Hires: After completing the W-4, please upload or deliver it through Talent Ed as directed—do not send it to the IRS.

Additional Resources:

<https://www.irs.gov/forms-pubs/about-form-w-4>

<https://www.irs.gov/newsroom/faqs-on-the-2020-form-w-4>