

Updating your W4.

Things to keep in mind

- The W-4 form is used to inform your employer of how much federal income tax to withhold from your paycheck.
- Accurately completing the W-4 helps avoid incorrect payments of taxes, which can affect tax returns at the end of the year.
- A W-4 form must be completed when starting a new job, or if personal or financial circumstances change.
- Employees and substitutes may complete a new W-4 at any time.
- Always review your next wage statement to verify that your changes are correct.

Payroll staff are not tax professionals and cannot provide tax advice. If you need assistance completing the W-4 form, we recommend that you use the IRS resources provided below or consult with a qualified financial advisor or your tax professional.

Helpful IRS Resources

- **IRS Tax Withholding Estimator:** Use this tool to determine how much tax you should have withheld: **IRS Tax Withholding Estimator**.
- **W-4 Form and Instructions:** Refer to the IRS's guide for detailed instructions on how to complete the form: **Form W-4 and Instructions**.
- **Publication 505: Tax Withholding and Estimated Tax:** Provides additional information on tax withholding and estimated taxes: **Publication 505**.