

How to Complete Your W-4 Form

Employee Withholding Certificate – Guidance for New Hires

The **IRS Form W-4** is used to determine how much federal income tax to withhold from your paycheck. Please use this guide to help you understand each section before submitting your form to Payroll.

Step-by-Step Instructions

Step 1 – Personal Information (Required)

Enter your name, address, Social Security number, and filing status (Single, Married filing jointly, or Head of household).

Step 2 – Multiple Jobs or Spouse Works (If Applicable)

If you have more than one job or you're married and your spouse also works, follow one of the options listed on the form or use the IRS Tax Withholding Estimator for the most accurate results.

Step 3 – Claim Dependents (If Applicable or Desired)

If you qualify for the Child Tax Credit or other dependent credits, you **may** enter the amounts here to reduce the amount of tax withheld.

Step 4 – Other Adjustments (Optional)

Use this section if you want to:

- Include additional income not from jobs (Step 4a)
- Account for itemized deductions (Step 4b)
- Have extra tax withheld each pay period (Step 4c)

Step 5 – Sign and Date (Required)

Your W-4 is not valid without your signature.

Additional Tips

- If you expect no tax liability this year and had none last year, you may write **"Exempt"** on the form. Only do this if you meet IRS requirements.
 - Review your W-4 whenever you have a major life change (marriage, divorce, new child, additional job, or significant pay change).
 - Use the [IRS Tax Withholding Estimator](https://irs.gov/withholding) for personalized guidance: irs.gov/withholding.
 - For additional information you can review the [IRS Publication 15-T](#) which provides a breakdown of IRS Tax Tables.
 - Please note we operate under Semimonthly Payroll Periods
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Submitting Your W-4

Once completed and signed, your form will be uploaded into your personnel file directly through the secure HR portal.

Important Disclaimer

Our Payroll and HR staff **cannot provide tax advice or complete your W-4**.
For personalized tax advice, please consult the IRS resources or a qualified tax professional.