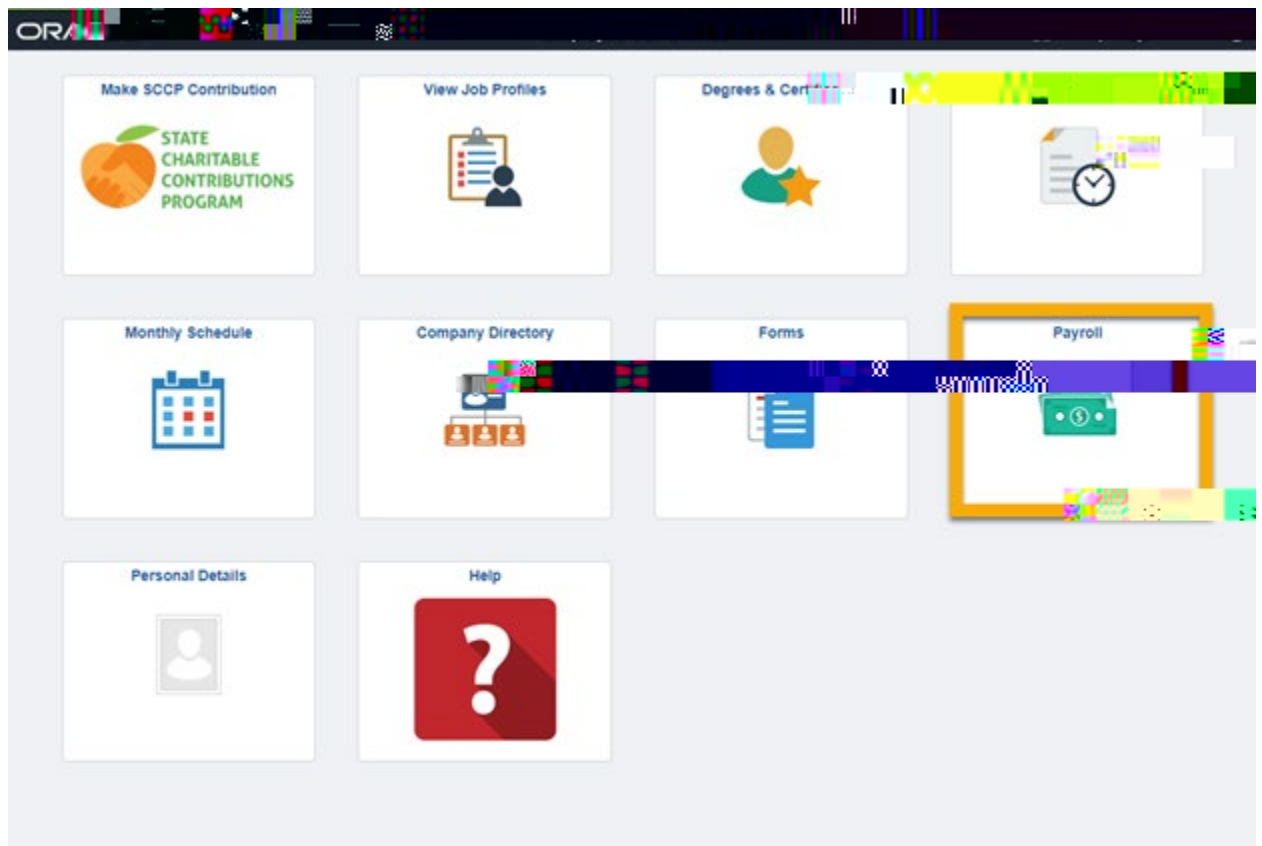
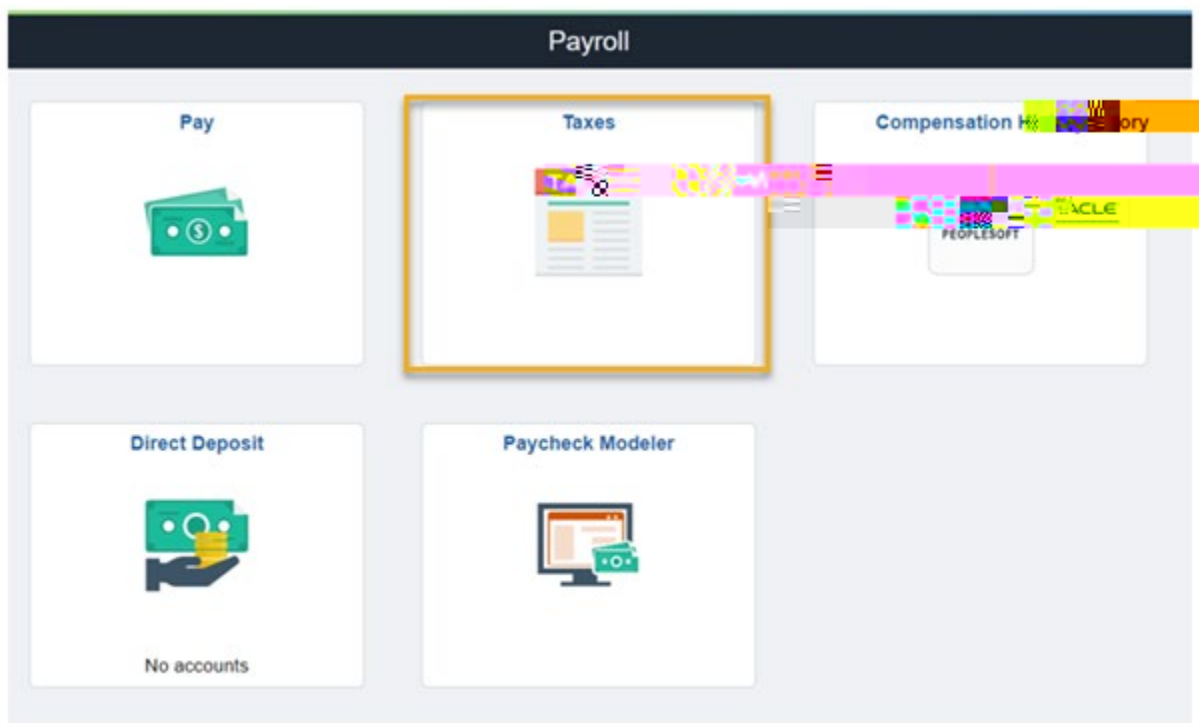


## Introduction

This job aid provides the steps necessary to complete your Federal Form W-4 withholding so the Payroll Department can calculate the correct amount of tax to withhold from your pay. Federal income tax is 44s



3. Select the Taxes tile.



4. Select W-4 Tax Information.



5. Personal Information.

- a. Personal Information : Confirm that your name matches the name on your social security card.
- b. Address : Confirm your address.

c. Filing Status : Select “Single”, “Married”, or “Head of Household.”

**Step 1: Personal Information**

**a** Do you have a Social Security number? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to [www.ssa.gov](http://www.ssa.gov).

**b** Address

**c** Filing Status

Single or Married filing separately

Married filing jointly (or Qualifying widow(er))

Head of household (you are unmarried, you are the primary breadwinner, and pay more than half the cost of keeping up a home for a qualifying individual).

Complete Steps 2 through 4 ONLY if they apply to you. To see if you are exempt from withholding or you have concerns about your privacy, see instructions for Form W-4 on the IRS website.

6. Multiple Jobs or Spouse Works.

Check here if you hold more than one job at a time or are married filing jointly and your spouse also works

**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 will be based on the total income from all jobs.

[Hide Instructions](#)

Do only one of the following.

(a) Use the estimator at [www.irs.gov/w4app](http://www.irs.gov/w4app) for most accurate withholding, or

(b) Use the Multiple Jobs Worksheet and enter the result in Step 4 (c) below for rough withholding.

(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 simple pay rates. If necessary, withholding may be withheld.

CAUTION: If you have privacy concerns, choose (a) or (b). If you and/or your spouse are self-employed, including as an independent contractor, choose (a).

Multiple Jobs or Spouse Works

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

7. Claim Dependents.

- a. Claim Exemption : Enter the appropriate year in which you are claiming the exemption.
- b. Read the eligibility requirements and Check this box if you meet both conditions to claim exempt status.
- c. Read the acknowledgement statement and click the Submit button.

**Claim Exemption from Withholding**

**a** I claim exemption from withholding for the year  and I certify that I meet

**BOTH** of the following conditions for exemption from withholding:

**b**

- Last year I owed no federal income tax.

Check this box if you meet both conditions to claim exemption from tax withholding

**c** Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, the information is true and correct.

Submit