

The Internal Revenue Service has released a new design and options for the 2020 W-4 Employee's Withholding Certificate form. The reason for the new design is to accurately determine the withholding using straightforward questions and less complicated worksheets.

The form will be mandatory for all those hired after 1/1/2020, and any employee changing their withholding after 1/1/2020.

The Internal Revenue Service <a href="www.irs.gov">www.irs.gov</a> has added a Frequently Asked Questions page <a href="https://www.irs.gov/newsroom/faqs-on-the-2020-form-w-4">https://www.irs.gov/newsroom/faqs-on-the-2020-form-w-4</a> to their website.

Here is a copy of the newly redesigned 2020 W-4:

Form W-4	Employee's Withho	olding Certificate	OMB No. 1545	5-0074	
Department of the Tri Internal Revenue Ser			20 <b>2</b>	2020	
Step 1:	First name and middle initial Last name		(b) Social security n	umber	
	ty or town, state, and ZIP code		▶ Does your name match the name on your social security card? If not, to ensure you ge credit for your earnings, contact sat 800-772-1213 or go to www.ssa.gov.		
	Single or Married filing separately  Married filing jointly (or Qualifying widow(er))  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.)  2 4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can from withholding, when to use the online estimator, and privacy.				
Step 2:	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.				
Multiple Jobs or Spouse	Do <b>only one</b> of the following.				
Works	(a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3–4); or				
	(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; 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				
	<b>TIP:</b> To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.				
	3-4(b) on Form W-4 for only ONE of these jobs. if you complete Steps 3-4(b) on the Form W-4 for		s. (Your withhold	ing wi	
Step 3:	If your income will be \$200,000 or less (\$400,00	00 or less if married filing jointly):			
Claim Dependents	Multiply the number of qualifying children und	der age 17 by \$2,000 ► \$			
	Multiply the number of other dependents by	y\$500 ▶ <u>\$</u>			
<u> </u>	Add the amounts above and enter the total her	e	3 \$		
Step 4 (optional): Other Adjustments	(a) Other income (not from jobs). If you want this year that won't have withholding, enter t include interest, dividends, and retirement include.	he amount of other income here. This may	4(a) \$		
	(b) Deductions. If you expect to claim deduction and want to reduce your withholding, use the enter the result here		4(b) \$		
	ARREST AND	so the tre fraction and the first factor and the California.			
	(c) Extra withholding. Enter any additional tax	you want withheld each pay period .	4(c) \$		

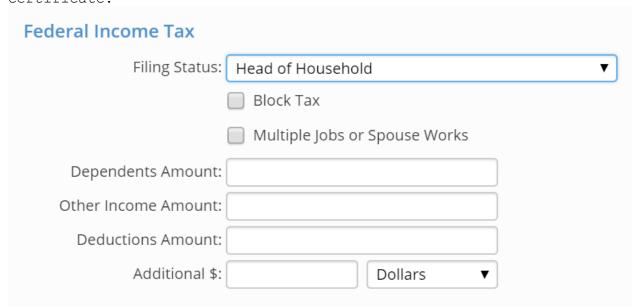


Tax Information Effective 1/1/2020, the Tax Information screen in iSolved will change to accommodate the new withholding statuses. The Employee Self-Service > Tax Updates wizard will also change, along with Quick Hire and the New Hire Wizard.

## Select a filing status

Single or Married filing separately
Married Filing Jointly
Head of Household

Navigate to Employee Management > Employee Pay > Tax Information. Once the drop-down box is changed to one of the withholding statuses above, the options appear to accommodate the employee's information completed on steps 2, 3 and 4 from the new 2020 W-4 withholding certificate.



The 2019 Filing Status of "Single" and "Married" will continue to appear in the drop-down for those not electing to make a change and complete the 2020 W-4 Form.