



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 [www.irs.gov](http://www.irs.gov) has added a Frequently Asked Questions page <https://www.irs.gov/newsroom/faqs-on-the-2020-form-w-4> to their website.

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

Form <b>W-4</b>		<b>Employee's Withholding Certificate</b>		OMB No. 1545-0074
Department of the Treasury Internal Revenue Service		<p>▶ <b>Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.</b></p> <p>▶ <b>Give Form W-4 to your employer.</b></p> <p>▶ <b>Your withholding is subject to review by the IRS.</b></p>		<b>2020</b>
<b>Step 1:</b> <b>Enter Personal Information</b>	(a) First name and middle initial	Last name		(b) Social security number
	Address			▶ <b>Does your name match the name on your social security card?</b> If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to <a href="http://www.ssa.gov">www.ssa.gov</a> .
	City or town, state, and ZIP code			
	(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly (or Qualifying widow(er)) <input type="checkbox"/> 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.)			
<p><b>Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5.</b> See page 2 for more information on each step, who can claim exemption from withholding, when to use the online estimator, and privacy.</p>				
<b>Step 2:</b> <b>Multiple Jobs or Spouse Works</b>	<p>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.</p> <p>Do <b>only one</b> of the following.</p> <p>(a) Use the estimator at <a href="http://www.irs.gov/W4App">www.irs.gov/W4App</a> for most accurate withholding for this step (and Steps 3-4); <b>or</b></p> <p>(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; <b>or</b></p> <p>(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 . . . . . ▶ <input type="checkbox"/></p> <p><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.</p>			
<p><b>Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs.</b> Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)</p>				
<b>Step 3:</b> <b>Claim Dependents</b>	If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):			
	Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$			
	Multiply the number of other dependents by \$500 . . . . ▶ \$			
	Add the amounts above and enter the total here . . . . .		<b>3</b>	\$
<b>Step 4 (optional):</b> <b>Other Adjustments</b>	(a) <b>Other income (not from jobs).</b> If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income . . . . .		<b>4(a)</b>	\$
	(b) <b>Deductions.</b> If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here . . . . .		<b>4(b)</b>	\$
	(c) <b>Extra withholding.</b> Enter any additional tax you want withheld each pay period .		<b>4(c)</b>	\$



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.

### Federal Income Tax

Filing Status:  ▼

Block Tax

Multiple Jobs or Spouse Works

Dependents Amount:

Other Income Amount:

Deductions Amount:

Additional \$:  Dollars ▼

**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.**