

## Crosswalk for the IRS 2024 W4 to the SAP ESS W4 Tax Service

Below maps the sections (Steps) of the new 2024 W-4 form and how they correspond to the following fields in the new ESS W-4 form.

**The new 2024 W-4 form has no allowances.** Allowances have been replaced with actual dollar adjustments for dependents and other adjustments to taxes. Please note, information is now noted in dollars as is indicated by the USD notation at the end of each field on the ESS federal w-4 form.

**There is no field for claiming tax exemption.** The employee should write "Exempt" on the W-4 form in the space below Step 4(c).

The new 2024 W-4 form is broken down into 5 parts.

Two sections must be completed to be a valid form:

- Step 1 - Personal Information -
  - Name, Address, City, State and Zip
  - Filing Status: Single, Married filing Separate, Married filing Jointly, Head of Household
  
- Step 5 - Signature and Date

The other remaining sections are optional:

- Step 2 Multiple Jobs or Spouse Works
- Step 3 Claim Dependents
- Step 4 Other Adjustments

### Federal Employee Withholding Certificate - W4 Form

### SAP Employee Self Service

#### Mandatory fields: Step 1 Personal Information and Step 5 Signature and Data

Step 1 Personal address information & Filing Status

In ESS, the personal address data populates from Permanent Address field in ESS or SAP Master Data

<b>Form</b>	<b>W-4</b>	<b>Employee's Withholding Certificate</b>	OMB No. 1545-0074
<small>Department of the Treasury Internal Revenue Service</small>		<b>2024</b>	
<small>Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Give Form W-4 to your employer. Your withholding is subject to review by the IRS.</small>			
<b>Step 1: Enter Personal Information</b>	<small>(a) First name and middle initial</small> Patricia	<small>Last name</small> O'Donnell	<small>(b) Social security number</small>
	<small>Address</small> 36 Long View Way		<small>Does your name match the name on your social security card? 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>.</small>
	<small>City or town, state, and ZIP code</small> Baltimore, MD 21208		
	<small>(c) <input type="checkbox"/> Single or Married filing separately <input checked="" type="checkbox"/> Married filing jointly or Qualifying surviving spouse <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.)</small>		

▼ W-4 Details ✖ Cancel

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Tax Authority: Federal

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▼ Personal Information

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\* For Maryland withholdings, confirm the county in the Address section below. If incorrect, update in Permanent Address service.

<small>First Name and Middle Initial:</small> Patricia M	<small>Last name:</small> O'Donnell
<small>Home Address (Number and Street or Rural Route):</small> 16 Long View Way	<small>City:</small> Baltimore
<small>State:</small> MD	<small>ZIP Code:</small> 21208
<small>Maryland County:</small>	

Step 5 Signature and Date

In ESS, your changes will not be saved unless you check the Declaration field indicating your confirmation and date of the changes made

<b>Step 5: Sign Here</b>	<p style="margin: 0;"><small>Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.</small></p> <p style="margin: 0; font-family: cursive; font-size: 1.2em;">Patricia O'Donnell</p> <hr/> <p style="margin: 0;"><small>Employee's signature (This form is not valid unless you sign it.)</small></p>
	<hr/> <p style="margin: 0;"><small>Date</small></p>

**\* Declaration**  Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete. 01/12/2020

**Optional Fields.**

If an employee makes any election in these fields (Steps 2, 3 or 4), there are corresponding entries in the new ESS W-4 form. **The amounts are reported as dollars and represent an ANNUAL amount with the EXCEPTION of row 4(c) Extra Withholding which is a per pay amounts.**

Step 2 Multiple Jobs or Spouse Works – employee checks box in row 2(c) of W-4 form

In the ESS W-4 form employee must check the box indicated ‘Use Higher Withholding Rates Schedule’.

Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, and when to use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App).

**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 depends on income earned from all of these jobs.  
Do **only one** of the following.  
**(a)** Use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) for most accurate withholding for this step (and Steps 3–4). If you or your spouse have self-employment income, use this option; **or**  
**(b)** Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; **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 generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate

▼ W-4 Information

Total credits for dependents:  USD  
 Other Income:  USD  
 Additional Deductions:  USD  
 Filing Status:

Additional amount, if any, you want withheld from each paycheck:  USD  
 Use Higher Withholding Rates Schedule:

\* If married, but legally separated, or spouse is a nonresident alien, select the 'Single' option.

Step 3 Claim Dependents – Employees only enter in ESS the final total in row 3 of the W-4 form

In the ESS W-4 form employee will indicate the dollar amount from line 3 in the ESS field ‘Total credits for Dependents’

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

**Step 3:  
Claim  
Dependent  
and Other  
Credits**

If your total 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 for qualifying children and other dependents. You may add to this the amount of any other credits. Enter the total here  **3** \$

▼ W-4 Information

Total credits for dependents:  USD  
 Other Income:  USD  
 Additional Deductions:  USD  
 Filing Status:

Additional amount, if any, you want withheld from each paycheck:  USD  
 Use Higher Withholding Rates Schedule:

\* If married, but legally separated, or spouse is a nonresident alien, select the 'Single' option.

Step 4 Optional Other Adjustments – employee enters the amounts from rows 4(a) Other income, 4(b) Deductions, or 4(c) Extra withholding. **Please note that the dollar amount entered for 4(a) and 4(b) represent the annual dollar adjustment. The adjustment for 4(c) Extra Withholding is a per pay period adjustment.**

For ESS purposes the employee would list the amounts for 4(a) Other income, 4(b) Deductions in the ESS fields labeled ‘Other Income’ and ‘Additional Deductions’ respectively. As noted above these amounts are **annual amounts**. Item 4(c) from the W-4 form would be indicated on the ESS field labeled ‘Additional amount, if any, you want withheld from each paycheck’. Note that these are all recorded as monetary items.

**Step 4  
(optional):  
Other  
Adjustments**

**(a) Other income (not from jobs).** 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 . . . . . **4(a)** \$   
**(b) Deductions.** 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 . . . . . **4(b)** \$   
**(c) Extra withholding.** Enter any additional tax you want withheld each pay period . . . **4(c)** \$

▼ W-4 Information

Total credits for dependents:  USD  
 Other Income:  USD  
 Additional Deductions:  USD

Additional amount, if any, you want withheld from each paycheck:  USD  
 Use Higher Withholding Rates Schedule: