# Step 1 and Step 5 Steps 1 and 5 are required. The rest are optional, but filling them out could help you avoid a surprise tax bill later. Step 2 Use Step 2 if both spouses work or if you have more than one job. Read the instructions carefully here to avoid errors and not have too little (or too much) tax withheld.

If you're self-employed on the side, you can have extra money come out of your paycheck to cover

Form W-4 Department of the Treasury Internal Revenue Service		Your withholding is subject to review by the IRS.			2024	
Step 1:	160 7	Inf. name and middle initial	Last name	mt se	scial security number	
Enter Personal Information		y or town, state, and ZP code			Does your name maken the name or your social securit aprel? If not, to ensure you go credit for your earnings, carried 5th at 800-773-1211 or go to even use you.	
		Single or Married filing separately Married filing jointly or Qualifying Head of Neusehold (Check only if y		and the		
			otherwise, skip to Step 5. See page 2 for more information se the estimator at www.irs.gov/W4App.	n on e	ach step, who car	
Step 2: Multiple Jol or Spouse Works	bs	also works. The correct amo Do only one of the following (a) Use the estimator at way or your spouse have self- (b) Use the Multiple Jobs W (c) If there are only two jobs	hold more than one job at a time, or (2) are married filing job unt of withholding depends on income earned from all of the wire gon/W4/4go for most accurate withholding for this step employment income, were this option, or crimitent on page 3 and enter the result in Step 4(s) below; or total, you may check this box. Do the same on Form W-4 to accurate that is (8) may the lower pering job is more than	(and to	bs. Steps 3-4j. If you other job. This	
be most accu			NE of these jobs. Leave those steps blank for the other job the Form W-4 for the highest paying job.)	s. (You	ur withholding wi	
Step 3: Claim		you complete Steps 3-4(t) on If your total income will be \$2		s. (You	ur withholding will	
Step 3: Claim Dependent and Other		you complete Steps 3-4(b) on If your total income will be \$ Multiply the number of qu Multiply the number of of	the Form W-4 for the highest pering job.)  200,000 or less \$400,000 or less if married filing jointly/;  astilying children under age 17 by \$2,000.  \$ ther dependents by \$500			
Step 3: Claim Dependent and Other Credits Step 4 (optional): Other	rate if	you complete Steps 3-4(b) on If your total income will be \$1 Multiply the number of q; Multiply the number of or Add the amounts above tor this the amount of any other (a) Other income (not fine expect this year that your This may include interest	the Form W4 for the highest paying job.)  200,000 or less \$400,000 or less if married filing jointly; autilying children under age 17 by \$2,000 \$\frac{1}{2}\$ ther dependents by \$500 \$\frac{3}{2}\$ ther dependents by \$500 \$\frac{3}{2}\$ usuallying children and other dependents. You may add to conside. Enter the footablese  on jebbs, 17 you want as withhest for other income you in jebbs, 17 you want as withhest for other income you, of widerds, and referenced income.	3	\$	
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Step 3: Claim Dependent and Other Credits Step 4 (optional): Other	S Under	you complete Steps 3—dips on If your bold income will be \$ Multiply the number of 0, Multiply the number of 0, Multiply the number of 0, Add the amounts above to the the amount of any other (a) Other income fout the (b) Deductions. If you expen- ment to reduce your with the insulant beautiful properties of (c) Extra withholding. Enter or penalties of perjury, I declare the properties of perjury, I declare the properties of perjury, I declare the properties of perjury.	the Form W-4 for the highest paying job.)  200,000 or less \$400,000 or less if married filing jointly/; allifying children under age 17 by \$2,000 . \$  there dependents by \$5000 . \$  qualifying children and other dependents. You may add to credible filing the total bars  in jobs. If you want tax withheld for other income you of the properties of the pro	3 4(a) 4(c) 4(c)	5	
Step 3: Claim Dependent and Other Credits Step 4 (optional): Other Adjustment Step 5: Step 5: Sign	S Under	you complete Steps 3—dips on If your bold income will be \$ Multiply the number of 0, Multiply the number of 0, Multiply the number of 0, Add the amounts above to the the amount of any other (a) Other income fout the (b) Deductions. If you expen- ment to reduce your with the insulant beautiful properties of (c) Extra withholding. Enter or penalties of perjury, I declare the properties of perjury, I declare the properties of perjury, I declare the properties of perjury.	the Form VM-1 for the highest paying job.)  200,000 or less \$400,000 or less if married filing jointly; asiliying children under age 17 by \$2,000. \$  their dependents by \$500. \$  qualifying children and other dependents. You may add to crodiffic. Enter the local bare  m jobbs, I you want tax withheld for other income you  1 thaw withholding -enter the anaural other income have.  1. dividends, and reference income.  1 to claim deduction other than the standard deduction and entrolding, use the Deductions Worksheet on page 3 and enter any additional tax you want withheld each pay period.	3 4(a) 4(c) 4(c)	5	

# Step 1: Personal Information

4(c)

the taxes.

Field	Description
Employee's Name	Your full legal name.
Home Address	Your current street address and apartment number if applicable.
City, State, ZIP Code	Your city, state, and five-digit ZIP code.
Social Security Number	Your nine-digit Social Security number.

Cton 1.	(a) First name and middle initial	Last name	(b) Social security number		
Step 1:					
E-t					
Enter	Address		Does your name match the		
Personal	Address				
			name on your social security		
Information			card? If not, to ensure you get		
	City or town, state, and ZIP code		credit for your earnings,		
			contact SSA at 800-772-1213		
			or go to www.ssa.gov.		
	(c) Single or Married filing separately				
	Married filing jointly or Qualifying surviving s	DALIES.			
	married liling jointly or Qualitying surviving s	pouse			
	Head of household (Check only if you're unman	ried and pay more than half the costs of keeping up a home for yo	urself and a qualifying individual.)		
	·				

### Step 2: Multiple Jobs or Working Spouse

Field	Description
Step 2(a): Do you have a working spouse or do you have another job?	Tick "Yes" if you or your spouse has another job. If not, skip to Step 3.
Step 2(b): Enter the total number of jobs you and your spouse will hold in 2023.	Include your current job and any other jobs you or your spouse anticipate having in 2023.
Step 2(c): If this is your only job, enter "1". Otherwise, enter the number of jobs you hold.	Indicate the number of jobs you currently hold.

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.

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 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

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 Dependents

Field	Description
Step 3(a): Total dependents	Enter the total number of dependents you claim for tax purposes.
Step 3(b): Other dependents	Enter the number of dependents you claim who are not children under age 17.

Step 3:	If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):		
Claim	Multiply the number of qualifying children under age 17 by \$2,000 \$		
Dependent and Other	Multiply the number of other dependents by \$500 \$		
Credits	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	1

## Step 4: Additional Adjustments

Field	Description
Step 4(a): Standard Deduction amount	Enter the standard deduction amount for your filing status. See Form W-4 instructions for current amounts.
Step 4(b): Deductions (optional)	Use the Deductions Worksheet on page 3 if you expect deductions beyond the standard deduction. Enter the calculated amount here.
Step 4(c): Extra withholding (optional)	Enter any additional amount you want withheld from each paycheck.

### 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 . . .
- (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
- 4(b) \$ (c) Extra withholding. Enter any additional tax you want withheld each pay period . . . 4(c) \$

Step 5: Signature and Date

Field	Description		
Employee's Signature	Sign and date the form.		
Date	Enter the date you signed the form.		

Step 5: Sign Here	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.  Employee's signature (This form is not valid unless you sign it.)  Date				
Employers Only	Employer's name and address	First date of employment	Employer identification number (EIN)		
For Privacy Ac	t and Paperwork Reduction Act Notice, see page 3. Cat.	No. 10220Q	Form <b>W-4</b> (2024)		