

FORM W-4

EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE ANNOTATED

NOTES

1. The IRS requires Form W-4 to be completed by employees in order for employers to withhold the correct amount of federal income tax from the employee's wages.
2. It is recommended that employees complete a new Form W-4 every year, or any time their personal or financial situation changes.
3. A number of personal exemptions can be claimed each year depending on the individual circumstances of an employee. It is recommended that employees consult Publication 501 (Exemptions, Standard Deductions, and Filing Information) in order to determine which exemptions they may qualify for.
4. Note: The 2020 draft of Form W-4 removes many of the allowances and exemptions previously included on the form. Consult the IRS website for more information and frequently asked questions about the form.