

# Form W-4 (Employee's Withholding Certificate)

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.

**Note:** This is a printable layout. Fill out the fields below and print the page.

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## Step 1: Personal Information

First Name and Middle  
Initial:

Last Name:

Social Security Number:

Home Address (number and street or rural route):

City or Town, State, and ZIP Code:

Filing Status (Enter "Single", "Married filing jointly", "Married filing separately", or "Head of household"):

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## 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.

If you have multiple jobs, or are married filing jointly and both work, enter "Yes" here:

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## 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):

Number of qualifying children under age 17 multiplied by \$2,000:

Number of other dependents multiplied by \$500:

Total dependent allowance amount (sum of the two lines above):

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## Step 4: Other Adjustments (Optional)

Other Income (not from jobs - e.g., retirement, interest, dividends):

Deductions (if you expect to claim deductions other than the standard deduction):

Extra Withholding (any additional amount you want withheld each pay period):

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## 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 (Sign on printed copy):

Date:

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## Employer Only Section

Employer's Name and Address: First Date of Employment: Employer Identification Number (EIN):