Form W-4

Department of the Treasury
Internal Revenue Service

**Employee’s Withholding Certificate**

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.

**Step 1:** Enter Personal Information

(a) First name and middle initial
(b) Last name
(c) Social security number

Address

City or town, state, and ZIP code

- Single or Married filing separately
- Married filing jointly (or Qualifying widower)
- 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)

**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); or
(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; 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 accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld.

**TIP:** 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.

**Step 3:** Claim Dependents

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

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

(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 the result here

**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

Employer’s name and address

First date of employment

Employer identification number (EIN)

For Privacy Act and Paperwork Reduction Act Notice, see page 3.
Employee's Withholding Exemption Certificate

Print full name__________________________________________ Social Security number__________________________________________

Home address and ZIP code,__________________________________________________________

Public school district of residence____________________________________ School district no. ________________________
(See The Finder at tax.ohio.gov)

1. Personal exemption for yourself, enter “1” if claimed _____________________________________________________________

2. If married, personal exemption for your spouse if not separately claimed (enter “1” if claimed) ________________________________

3. Exemptions for dependents ____________________________________________________________

4. Add the exemptions that you have claimed above and enter total _______________________________________________________

5. Additional withholding per pay period under agreement with employer ________________________________ $

Under the penalties of perjury, I certify that the number of exemptions claimed on this certificate does not exceed the number to which I am entitled.

Signature__________________________________________ Date ________________________________

Local Taxation for Payroll Withholding

The municipality I live in that HAS a city income tax is ____________________________________________

The municipality I live in that has NO city income tax is ____________________________________________

I do not live within a municipality. Name of township or county is ____________________________________________

Signature__________________________________________