Welcome

Objectives:

► Learn how the new 2020 W-4 is different than the 2019 W-4 and how each field impacts employee federal withholding tax.

► Learn how the IRS Withholding Estimator estimates 2020 taxes and how to compare the data to the 2020 W-4.

Resources:

► PPT available under the Recorded Webinars tab at: https://www.cu.edu/hcm-community/hcm-projects/training-webinars

► IRS links at the end of the webinar.
Agenda

- W-4s > 2019 and 2020
- CU Portal - Employee Self Service
- Calculating Employee Withholding
- IRS Tax Estimator
- Calculation Examples
Before We Begin

Prerequisites and Assumptions:

- Each CU employee should have access to the CU Employee portal tiles for the W-4 and Pay Advice.
- Multi-factor authentication must be enabled to access an employee’s W-4.
- Employees who cannot access the portal should contact their department personnel payroll liaisons to ensure that the hire entry has been made. Employees who have trouble with the multi-factor authentication may contact HCM Support.
- Employee Services does not give tax advice. We cannot tell employees what to enter into the form, but we can review the purpose of a field.
- The purpose of this webinar is simply to discuss the new features of the W-4 and the IRS Tax Withholding Estimator.
Poll

► What is interest in the new 2020 W-4 form?
► What is your role with payroll related questions for other employees?
► What is your impression of the new 2020 W-4 form?
2020 W-4
Compare the 2019 & 2020 W-4s
2020 W-4 Data Fields
W-4 Summary of Changes

Overview

- Tax Cuts and Jobs Act (Pub. L. 115-97)
- Publication 15-T, *Federal Income Tax Withholding Methods* explains the withholding calculations
- On and after January 1, 2020, any new hires and employees who want to make changes must complete a 2020 W-4
- Current employees who have a W-4 on file prior to January 1, 2020 are NOT required to complete the new form

2020 W-4

- Not using allowances
- 2020 W-4 considers:
  - multi-jobs
  - dependent credits
  - other income
  - deductions
  - extra withholding
The 2020 Form W-4, Employee’s Withholding Certificate, is very different from previous versions. This is due to the federal tax law changes that took place in 2018. The Internal Revenue Service (IRS) is not requiring all employees to complete the revised form and has designed the withholding tables so that they will work with both the new and prior year forms. However, certain employees will be required to use the new form: those hired in 2020 and anyone who makes withholding changes during 2020. Even though the IRS does not require all employees to complete the revised form and even if your tax situation has not changed, we recommend you perform a “paycheck checkup” to see if you need to make adjustments to your current withholding. To conduct the checkup, you can use the IRS’s Tax Withholding Estimator (www.irs.gov/W4App). To effectively use the estimator, it is helpful to have a copy of your most recent pay stub and tax return. It is likely that the estimator will be updated to account for the 2020 tax tables in early January.

Please note: if you do not submit a new form, withholding will continue based on your previously submitted form.

Before completing the 2020 Form W-4, please read the instructions that are included with the form. You must complete Steps 1 and 5. Complete Steps 2 through 4 only if they apply to you. Doing so will make your withholding more accurately match your tax liability. Step 1 is for your personal information; Step 2 is for households with multiple jobs; Step 3 is used to claim tax credits for dependents; Step 4 is for other adjustments (additional income such as interest and dividends, itemized deductions that exceed the standard deduction, and extra tax you want withheld); and Step 5 is where you sign the form.

The IRS takes your privacy seriously and suggests that, if you are worried about reporting multiple jobs in Step 2 or other income in Step 4(a), you use Step 2(a) or (b) or enter an additional withholding amount in Step 4(c), respectively. To determine the additional withholding amount, you can use the withholding estimator.

The IRS has also published Frequently Asked Questions that you may find helpful as you complete the form (https://www.irs.gov/newsroom/faqs-on-the-draft-2020-form-w-4).
**Employee’s Withholding Allowance Certificate**

<table>
<thead>
<tr>
<th>Form</th>
<th>Department of the Treasury Internal Revenue Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>W-4</td>
<td></td>
</tr>
</tbody>
</table>

**Separate here and give Form W-4 to your employer. Keep the worksheet(s) for your records.**

**Whether you’re entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.**

1. **Your first name and middle initial**
   - [ ] Single  [ ] Married  [ ] Married, but withhold at higher Single rate.
   - **Note:** If married filing separately, check “Married, but withhold at higher Single rate.”

2. **Your social security number**

3. **Home address (number and street or rural route)**

4. **City or town, state, and ZIP code**

5. **Total number of allowances you’re claiming (from the applicable worksheet on the following pages)**

6. **Additional amount, if any, you want withheld from each paycheck**

7. **I claim exemption from withholding for 2019, and I certify that I meet both of the following conditions for exemption.**
   - Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and
   - This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.

   **If you meet both conditions, write “Exempt” here.**

8. **Employee’s signature**
   - (This form is not valid unless you sign it.)
   - **Date**

9. **First date of employment**

10. **Employer identification number (EIN)**

---

For Privacy Act and Paperwork Reduction Act Notice, see page 4.

**University of Colorado**
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

**Employee Services**
2019 W-4

<table>
<thead>
<tr>
<th>LINE 1</th>
<th>Name &amp; Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>LINE 2</td>
<td>Social Security Number</td>
</tr>
<tr>
<td>LINE 3</td>
<td>Filing Status</td>
</tr>
<tr>
<td>LINE 4</td>
<td>Last Name not same as SSN Card</td>
</tr>
<tr>
<td>LINE 5</td>
<td>Number of Allowances</td>
</tr>
<tr>
<td>LINE 6</td>
<td>Additional Amount Withheld</td>
</tr>
<tr>
<td>LINE 7</td>
<td>Claim EXEMPT</td>
</tr>
</tbody>
</table>

Employee’s Withholding Allowance Certificate

Separate here and give Form W-4 to your employer. Keep the worksheet(s) for your records.

**Form W-4**

Separate here and give Form W-4 to your employer. Keep the worksheet(s) for your records.

**Employee’s Withholding Allowance Certificate**

- Whether you’re entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

**Line 1**

- Your first name and middle initial

**Line 2**

- Last name

**Line 3**

- Social security number

**Line 4**

- Name or address

**Line 5**

- City or town, state, and ZIP code

**Line 6**

- Home address (number and street or rural route)

**Line 7**

- Marital status

**Line 8**

- Additional amount, if any, you want withheld from each paycheck

**Line 9**

- Total number of allowances you’re claiming (from the applicable worksheet on the following pages)

**Line 10**

- Additional amount, if any, you want withheld from each paycheck

**Line 11**

- Claim EXEMPT

**Line 12**

- 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.

**Employee’s signature**

**Date**

**Employer**

Complete boxes 8 and 10 if sending to IRS and complete the directory of New Hires.

**Reduction Act Notice**, see page 4.

**Cat. No. 10220Q**

**Form W-4** (2019)
### 2020 W-4

<table>
<thead>
<tr>
<th>Step 1-A</th>
<th>Name &amp; Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1-B</td>
<td>Social Security Number</td>
</tr>
<tr>
<td>Step 1-C</td>
<td>Filing Status</td>
</tr>
</tbody>
</table>

- Removed: SSN Card Name Differs
- Removed: Number of Allowances

<table>
<thead>
<tr>
<th>Step 2</th>
<th>Multiple Jobs</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Step 3</th>
<th>Dependent Credit</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Step 4-A</th>
<th>Include other income</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 4-B</td>
<td>Exclude Deductions</td>
</tr>
<tr>
<td>Step 4-C</td>
<td>Add Extra Withholding</td>
</tr>
</tbody>
</table>

- Not Incl: Claim Exempt
2019 & 2020 W-4

**Step 1**
- A. Name & Address
- B. Social Security Number
- C. Filing Status

**Step 4-c** Additional Amount Withheld
- Not Incl. Claim EXEMPT

**Step 2:**
- Multiple Jobs or Spouse Works

**Step 3:**
- Claim Dependents

**Step 4 (optional):**
- Other Adjustments
- a. Other Income
- b. Deductions

**Step 5:**
- Sign Here

For Privacy Act and Paperwork Reduction Act Notice, see page 3.
2020 W-4 Step by Step

- Step 1 - Name, address and SSN
- Step 2 - Multiple Jobs
- Step 3 - Dependent Credits
- Step 4 - Other income, deductions, and withholding
- Step 5 - Signature
### 2020 W-4 - Step 1

**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

<table>
<thead>
<tr>
<th>(a) First name and middle initial</th>
<th>(b) Last name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>City or town, state, and ZIP code</td>
<td></td>
</tr>
</tbody>
</table>

- □ Single or Married filing separately
- □ Married filing jointly (or Qualifying widow(er))
- □ 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)

- □ 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 www.ssa.gov.

#### 2019 W-4 vs 2020 W-4

<table>
<thead>
<tr>
<th>2019 W-4</th>
<th>2020 W-4</th>
</tr>
</thead>
<tbody>
<tr>
<td>LINE 1 Name &amp; Address</td>
<td>Step 1-A</td>
</tr>
<tr>
<td>LINE 2 Social Security Number</td>
<td>Step 1-B</td>
</tr>
<tr>
<td>LINE 3 Filing Status</td>
<td>Step 1-C</td>
</tr>
<tr>
<td>2020 = “Head of Household”</td>
<td></td>
</tr>
<tr>
<td>LINE 4 Last Name not same SSN Card</td>
<td>REMOVED</td>
</tr>
<tr>
<td>LINE 5 Number of Allowances</td>
<td>REMOVED</td>
</tr>
</tbody>
</table>
**Employee’s Withholding Certificate**

**Step 1:** Enter Personal Information

- **(a)** First name and middle initial
- **(b)** Last name

**Address**

City or town, state, and ZIP code

**Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5.**

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, when to use the online estimator, and privacy.

**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 Act and Paperwork Reduction Act Notice, see page 3.

Cat. No. 10220Q

Form W-4 (2020)
2020 W-4 - Step 2

Multiple Jobs

- Use the IRS Tax Withholding Estimator
  - Steps 3-4 for highest paid job
- Use the Multi-Job Worksheet
- Check the box (similar wages for two or more jobs)
## 2020 W-4 - Step 3

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**

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 $_________________

### 2020 W-4

<table>
<thead>
<tr>
<th>Multiple Jobs</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 3</td>
<td></td>
</tr>
<tr>
<td># Qualifying children x $2000</td>
<td></td>
</tr>
<tr>
<td># Dependents x $500</td>
<td>Annual Total</td>
</tr>
</tbody>
</table>
## 2020 W-4 - Step 4

### Step 4 (optional): Other Adjustments

<table>
<thead>
<tr>
<th>(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.</th>
<th>$4(a)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(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.</td>
<td>$4(b)</td>
</tr>
<tr>
<td>(c) Extra withholding. Enter any additional tax you want withheld each pay period.</td>
<td>$4(c)</td>
</tr>
</tbody>
</table>

### Table: 2020 W-4

<table>
<thead>
<tr>
<th>Step 4-A</th>
<th>Step 4-B</th>
<th>Step 4-C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Income</td>
<td>Use the Deductions Worksheet</td>
<td>Additional Withholding</td>
</tr>
<tr>
<td>Multiple Jobs</td>
<td>Amount</td>
<td>Per Period</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Amount</th>
<th>Year Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Total</td>
<td>Per Period</td>
</tr>
</tbody>
</table>
Deductions - Step 4-B

<table>
<thead>
<tr>
<th>2020 W-4</th>
<th>Deductions</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line 1</td>
<td>Itemized Deductions (Schedule A)</td>
<td></td>
</tr>
<tr>
<td>Line 2</td>
<td>Compare to Standard Deduction</td>
<td></td>
</tr>
<tr>
<td>Line 3</td>
<td>Itemized minus Standard</td>
<td>Include $ over $0</td>
</tr>
<tr>
<td>Line 4</td>
<td>Post-tax Adjustments (Schedule 1)</td>
<td>Not Pre-Tax Items</td>
</tr>
</tbody>
</table>

Step 4(b) – Deductions Worksheet (Keep for your records.)

1. Enter an estimate of your 2020 itemized deductions (from Schedule A (Form 1040 or 1040-SR)). Such deductions may include qualifying home mortgage interest, charitable contributions, state and local taxes (up to $10,000), and medical expenses in excess of 7.5% of your income.

2. Enter:
   - $24,800 if you’re married filing jointly or qualifying widow(er)
   - $18,650 if you’re head of household
   - $12,400 if you’re single or married filing separately

3. If line 1 is greater than line 2, subtract line 2 from line 1. If line 2 is greater than line 1, enter “-0-”.

4. Enter an estimate of your student loan interest, deductible IRA contributions, and certain other adjustments from Part II of Schedule 1 (Form 1040 or 1040-SR). See Pub. 505 for more information.

5. Add lines 3 and 4. Enter the result here and in Step 4(b) of Form W-4.
2020 W-4 - Deductions

Adjustments to Income

23 Educator expenses
24 Certain business expenses of reservists, performing artists, and fee-basis government officials. Attach Form 2106.
25 Health savings account deduction. Attach Form 8889
26 Moving expenses for members of the Armed Forces. Attach Form 3903
27 Deductible part of self-employment tax. Attach Schedule SE
28 Self-employed SEP, SIMPLE, and qualified plans
29 Self-employed health insurance deduction
30 Penalty on early withdrawal of savings
31a Alimony paid
b Recipient’s SSN
32 IRA deduction
33 Student loan interest deduction
34 Reserved
35 Reserved
36 Add lines 23 through 35
2020 W-4 - Step 5

<table>
<thead>
<tr>
<th>Step 5: Sign Here</th>
<th>Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Employee’s signature</strong> (This form is not valid unless you sign it.)</td>
</tr>
<tr>
<td></td>
<td><strong>Date</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employers Only</th>
<th>Employer’s name and address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>First date of employment</td>
</tr>
<tr>
<td></td>
<td>Employer identification number (EIN)</td>
</tr>
</tbody>
</table>

For Privacy Act and Paperwork Reduction Act Notice, see page 3.
# Review 2019 & 2020 W-4

## Form W-4 Comparison

<table>
<thead>
<tr>
<th>Pre-2020 Item #</th>
<th>2020 Step</th>
<th>2020 Item #</th>
<th>Description</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>a</td>
<td>Name, home address, City, State, Zip Code</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>b</td>
<td>Social security number</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>1</td>
<td>c</td>
<td>Filing status</td>
<td>Options changed: Single or Married filing separately; Married filing jointly; Head of Household</td>
</tr>
<tr>
<td>4</td>
<td>1</td>
<td>-</td>
<td>Last Name differs from social security card</td>
<td>Information ONLY. No check box.</td>
</tr>
<tr>
<td>5</td>
<td>n/a</td>
<td>n/a</td>
<td>Number of allowances</td>
<td>No longer applicable</td>
</tr>
<tr>
<td>6</td>
<td>4</td>
<td>4(c)</td>
<td>Additional amount withheld</td>
<td>Renamed Extra withholding</td>
</tr>
<tr>
<td>7</td>
<td>4</td>
<td>Below 4(c)</td>
<td>Claiming EXEMPT – write EXEMPT</td>
<td>Claiming EXEMPT – write EXEMPT</td>
</tr>
<tr>
<td>8 - 10</td>
<td>n/a</td>
<td>Employers Only</td>
<td>Employer information for New Hire Reporting</td>
<td>No change</td>
</tr>
</tbody>
</table>
CU Portal - Employee Self Service
Accessing and Completing the 2020 W-4
Accessing and Reviewing the Pay Advice
CU Portal & 2020 W-4
2020 W-4 Step 1

W-4 Withholding Certificate

University of Colorado

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Your withholding is subject to review by the IRS [www.irs.gov](http://www.irs.gov).

**Step 1: Personal Information**

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 [www.ssa.gov](http://www.ssa.gov).

Address

Filing Status

- Single or Married filing separately
- Married filing jointly (or Qualifying widow(er))
- Head of Household (Check only if you are unmarried and pay more than half the cost of keeping up a home for yourself and a qualifying individual).

Complete Steps 2 through 4 ONLY if they apply to you. To see if you are exempt from withholding or you have concerns about your privacy, see instructions for Form W-4 on the IRS website.
2020 W-4 Step 2, 3, 4

Complete Steps 2 through 4 ONLY if they apply to you. To see if you are exempt from withholding or you have concerns about your privacy, see instructions for Form W-4 on the IRS website.

**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 those jobs.

- **View Instructions**

- **Multiple Jobs or Spouse Works**

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

**Step 3: Claim Dependents**

- **View Instructions**

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

Other tax credits

Total

**Step 4: Other Adjustments**

- **View Instructions**

- (a) Other Income
- (b) Deductions
- (c) Extra Withholding
2020 W-4 Step 5

Claim Exemption from Withholding

I claim exemption from withholding for the year 2020 and I certify that I meet BOTH of the following conditions for exemption from withholding:

- Last year I owed no federal income tax.
- This year I expect to owe no federal income tax.

☐ Check this box if you meet both conditions to claim exemption from tax withholding

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.

Submit
CU Pay Advice & 2020 W-4

Pay Advice

<table>
<thead>
<tr>
<th>Earnings by pay period &gt; Annualized</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status (2020 = Head of Household)</td>
</tr>
<tr>
<td>Allowances</td>
</tr>
<tr>
<td>Additional Withholding</td>
</tr>
</tbody>
</table>
Calculating Employee Withholding

IRS 15-T, Percentage Method Tables for Automated Payroll Systems

2020 Adjusted Annual Wage, 2020 Tentative Withholding, Credits and Extra Withholding
# 2020 Employer Withholding Calculations

## 1. Percentage Method Tables for Automated Payroll Systems

If you have an automated payroll system, use the worksheet below and the Percentage Method tables that follow.

**Worksheet 1. Employer’s Withholding Worksheet for Percentage Method Tables for Automated Payroll Systems**

**Keep for Your Records**

<table>
<thead>
<tr>
<th>Table 3</th>
<th>Semiannually</th>
<th>Quarterly</th>
<th>Monthly</th>
<th>Semimonthly</th>
<th>Biweekly</th>
<th>Weekly</th>
<th>Daily</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>4</td>
<td>12</td>
<td>24</td>
<td>26</td>
<td>52</td>
<td>260</td>
</tr>
</tbody>
</table>

**Step 1. Adjust the employee’s wage amount**

1a. Enter the employee’s total taxable wages this payroll period

1b. Enter the number of pay periods you have per year (see Table 3)

1c. Multiply the amount on line 1a by the number on line 1b

---

<table>
<thead>
<tr>
<th>Pay Advice</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Earnings Per Pay Period</strong></td>
</tr>
</tbody>
</table>
# 2020 Adjusted Annual Wage

If the employee HAS submitted a Form W-4 for 2020 or later, figure the Adjusted Annual Wage Amount as follows:

1d. Enter the amount from Step 4(a) of the employee's Form W-4.
1e. Add lines 1c and 1d.
1f. Enter the amount from Step 4(b) of the employee's Form W-4.
1g. If the box in Step 2 of Form W-4 is checked, enter -0-. If the box is not checked, enter $12,900 if the taxpayer is married filing jointly or $8,600 otherwise.
1h. Add lines 1f and 1g.
1i. Subtract line 1h from line 1e. If zero or less, enter -0-. This is the **Adjusted Annual Wage Amount.**

If the employee HAS NOT submitted a Form W-4 for 2020 or later, figure the Adjusted Annual Wage Amount as follows:

1j. Enter the number of allowances claimed on the employee's most recent Form W-4.
1k. Multiply line 1j by $4,300.
1l. Subtract line 1k from line 1c. If zero or less, enter -0-. This is the **Adjusted Annual Wage Amount.**

<table>
<thead>
<tr>
<th>Adjusted Annual Wage Amount</th>
<th>2020 W-4</th>
<th>2019 W-4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Determine 2019 W-4 or 2020 W-4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add Other Income</td>
<td>Step 4-A</td>
<td></td>
</tr>
<tr>
<td>Subtract Deduction Amount</td>
<td>Step 4-B</td>
<td></td>
</tr>
<tr>
<td>Subtract Standard Deduction (Modified)</td>
<td>Compare Step 4-B</td>
<td></td>
</tr>
<tr>
<td>Subtract (# Allowances * $4300)</td>
<td>Line 5</td>
<td></td>
</tr>
</tbody>
</table>
### 2020 Tentative Withholding

**STANDARD Withholding Rate Schedules**
(Use these if the Form W-4 is from 2019 or earlier, or if the Form W-4 is from 2020 or later, and the box in Step 2 of Form W-4 is NOT checked)

<table>
<thead>
<tr>
<th>Adjusted Annual Wage Amount (line 2a)</th>
<th>The tentative amount to withhold is:</th>
<th>Plus this percentage of the adjusted Annual Wage exceeds:</th>
</tr>
</thead>
<tbody>
<tr>
<td>At least $11,900</td>
<td>$0</td>
<td>0%</td>
</tr>
<tr>
<td>But less than $11,900</td>
<td>$0</td>
<td>0%</td>
</tr>
<tr>
<td>$11,900</td>
<td>$11,900</td>
<td>10%</td>
</tr>
<tr>
<td>But less than $18,295</td>
<td>$18,295</td>
<td>$11,900</td>
</tr>
<tr>
<td>$18,295</td>
<td>$18,295</td>
<td>$11,900</td>
</tr>
<tr>
<td>But less than $33,850</td>
<td>$33,850</td>
<td>$18,295</td>
</tr>
<tr>
<td>$33,850</td>
<td>$33,850</td>
<td>$18,295</td>
</tr>
<tr>
<td>But less than $42,600</td>
<td>$42,600</td>
<td>$33,850</td>
</tr>
<tr>
<td>$42,600</td>
<td>$42,600</td>
<td>$33,850</td>
</tr>
<tr>
<td>But less than $633,950</td>
<td>$633,950</td>
<td>$42,600</td>
</tr>
<tr>
<td>$633,950</td>
<td>$633,950</td>
<td>$42,600</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Adjusted Annual Wage Amount (line 2a)</th>
<th>The tentative amount to withhold is:</th>
<th>Plus this percentage of the adjusted Annual Wage exceeds:</th>
</tr>
</thead>
<tbody>
<tr>
<td>At least $3,800</td>
<td>$0</td>
<td>0%</td>
</tr>
<tr>
<td>But less than $3,800</td>
<td>$0</td>
<td>0%</td>
</tr>
<tr>
<td>$3,800</td>
<td>$3,800</td>
<td>10%</td>
</tr>
<tr>
<td>But less than $13,675</td>
<td>$13,675</td>
<td>$3,800</td>
</tr>
<tr>
<td>$13,675</td>
<td>$13,675</td>
<td>$3,800</td>
</tr>
<tr>
<td>But less than $43,925</td>
<td>$43,925</td>
<td>$13,675</td>
</tr>
<tr>
<td>$43,925</td>
<td>$43,925</td>
<td>$13,675</td>
</tr>
<tr>
<td>But less than $89,025</td>
<td>$89,025</td>
<td>$43,925</td>
</tr>
<tr>
<td>$89,025</td>
<td>$89,025</td>
<td>$43,925</td>
</tr>
<tr>
<td>But less than $167,100</td>
<td>$167,100</td>
<td>$89,025</td>
</tr>
<tr>
<td>$167,100</td>
<td>$167,100</td>
<td>$89,025</td>
</tr>
<tr>
<td>But less than $211,150</td>
<td>$211,150</td>
<td>$167,100</td>
</tr>
<tr>
<td>$211,150</td>
<td>$211,150</td>
<td>$167,100</td>
</tr>
<tr>
<td>But less than $522,200</td>
<td>$522,200</td>
<td>$211,150</td>
</tr>
<tr>
<td>$522,200</td>
<td>$522,200</td>
<td>$211,150</td>
</tr>
</tbody>
</table>

### Form W-4, Step 2, Checkbox, Withholding Rate Schedules
(Use these if the Form W-4 is from 2020 or later and the box in Step 2 of Form W-4 is checked)

<table>
<thead>
<tr>
<th>Adjusted Annual Wage Amount (line 2a)</th>
<th>The tentative amount to withhold is:</th>
<th>Plus this percentage of the adjusted Annual Wage exceeds:</th>
</tr>
</thead>
<tbody>
<tr>
<td>At least $11,900</td>
<td>$12,400</td>
<td>0%</td>
</tr>
<tr>
<td>But less than $11,900</td>
<td>$12,400</td>
<td>0%</td>
</tr>
<tr>
<td>$11,900</td>
<td>$12,400</td>
<td>10%</td>
</tr>
<tr>
<td>But less than $18,295</td>
<td>$18,295</td>
<td>$11,900</td>
</tr>
<tr>
<td>$18,295</td>
<td>$18,295</td>
<td>$11,900</td>
</tr>
<tr>
<td>But less than $33,850</td>
<td>$33,850</td>
<td>$18,295</td>
</tr>
<tr>
<td>$33,850</td>
<td>$33,850</td>
<td>$18,295</td>
</tr>
<tr>
<td>But less than $42,600</td>
<td>$42,600</td>
<td>$33,850</td>
</tr>
<tr>
<td>$42,600</td>
<td>$42,600</td>
<td>$33,850</td>
</tr>
<tr>
<td>But less than $633,950</td>
<td>$633,950</td>
<td>$42,600</td>
</tr>
<tr>
<td>$633,950</td>
<td>$633,950</td>
<td>$42,600</td>
</tr>
</tbody>
</table>

### 1. Checkbox
### 2. Status (Married, Single, Head of Household)
### 3. Low Threshold
### 4. Amt Tax
### 5. Tax Rate
## 2020 Tentative Withholding

### Step 2.

**Figure the Tentative Withholding Amount**

Based on the employee's Adjusted Annual Wage Amount; filing status (Step 1(c) of the 2020 Form W-4) or marital status (line 3 of Form W-4 from 2019 or earlier); and whether the box in Step 2 of 2020 Form W-4 is checked.

**Note.** Don't use the Head of Household table if the Form W-4 is from 2019 or earlier.

**2a.** Enter the employee's **Adjusted Annual Wage Amount** from line 11 or 11 above ............... \( 2a \) \$  
**2b.** Find the row in the appropriate **Annual Percentage Method Table** in which the amount on line 2a is at least the amount in column A but less than the amount in column B, then enter here the amount from column A of that row \( 2b \) \$  
**2c.** Enter the amount from column C of that row \( 2c \) \$  
**2d.** Enter the percentage from column D of that row \( 2d \) %  
**2e.** Subtract line 2b from line 2a \( 2e \) \$  
**2f.** Multiply the amount on line 2e by the percentage on line 2d  
**2g.** Add lines 2c and 2f \( 2g \) \$  
**2h.** Divide the amount on line 2g by the number of pay periods on line 1b. This is the **Tentative Withholding Amount** \( 2h \) \$

### 2020 Percentage Method Tables

<table>
<thead>
<tr>
<th>Determine Status &amp; Checkbox</th>
<th>Single, Married, Head Household</th>
<th>Checkbox Yes or No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Determine Low Threshold in Table</td>
<td>Column A Amount</td>
<td>Less than B</td>
</tr>
<tr>
<td>Add Tax from Low Threshold</td>
<td>Column C Amount</td>
<td>Tax Rate</td>
</tr>
<tr>
<td>Calculate tax above Low Threshold</td>
<td>AAWA - LT</td>
<td>X Tax Rate</td>
</tr>
<tr>
<td>Divide by # Pay Periods</td>
<td>Monthly or Biweekly</td>
<td></td>
</tr>
</tbody>
</table>
### 2020 Tentative Withholding

1. No checkbox
2. Single
3. Column A = $13675
4. Column C = 987.50
5. Column D = 12%

**Tax**
1. Tax amt = $987.50
2. $36000 - $13675
3. X 12%
4. Divide by 12 months
2020 Apply Credits and Extra Withholding

<table>
<thead>
<tr>
<th>Credits and Additional Withholding</th>
<th>2019 W-4</th>
<th>2020 W-4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dependent Credits Annually</td>
<td></td>
<td>Step 3</td>
</tr>
<tr>
<td>Divide by Periods</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtract from Federal Tax Withholding</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add Additional Withholding Amount per Period</td>
<td>Line 7</td>
<td>Step 4-C</td>
</tr>
<tr>
<td>= Federal Tax Withholding to Withhold from paycheck</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
IRS Tax Withholding Estimator

https://apps.irs.gov/app/tax-withholding-estimator/
Tax Withholding Estimator

Use your best estimates for the year ahead to determine how to complete Form W-4 so you don’t have too much or too little federal income tax withheld.

1 of 5: Filing Status

What filing status will you use for your tax return? (Required)

- Single
- Married filing jointly
- Married filing separately
- Head of Household
- Qualifying widow(er)

Can someone else claim you as a dependent on their tax return?

- Yes
- No
2 of 5: Dependents

Do you plan to claim dependents on your tax return? (Required)

- Yes
- No

How many dependents do you anticipate claiming on your tax return this year?

1

3 of 5: Income

Do you (or will you) or your spouse hold a job this year with paychecks from which federal income tax is regularly withheld? (Required)

- Yes
- No

How many jobs do you expect to hold this year? (Include jobs you no longer hold)

1

How many jobs does your spouse expect to hold this year? (Include jobs your spouse no longer holds)

0
4 of 5: Pension

Will you or your spouse receive income from a pension this year? (Required)

☐ Yes
☐ No

5 of 5: Other

Check all that apply to you and your spouse:

Other Sources of Income and Tax Payments

☐ Receive Social Security benefits this year.
☐ Your spouse will receive Social Security benefits this year.
☐ Receive a scholarship or grant that must be counted as income.
☐ You will collect unemployment compensation.
☐ Your spouse will collect unemployment compensation.
☐ Earn net income from self-employment.
☐ Earn net income from spouse's self-employment.
☐ Receive unearned income such as dividends, interest, annuities, alimony, or a distribution from an IRA (not Roth IRAs), 401(k) or a trust.
☐ Had withholding or made estimated payments for income such as dividends, interest, distributions from an IRA (not Roth IRAs), 401(k) or a trust, or other form of specialized income.
☐ Have earned income from other sources.

Demographics

☐ I will be 65 or older on January 1, 2021.
☐ My spouse will be 65 or older on January 1, 2021.
☐ I am blind.
☐ My spouse is blind.

NEXT
Tax Withholding Estimator

Use your best estimates for the year ahead to determine how to complete Form W-4 so you don't have too much or too little federal income tax withheld.

---

Income & Withholding

Enter your income and withholding for each job and/or pension you will earn income from this year. Each job should be entered separately; the order in which you enter them does not matter. The estimator does not support decimals. Round all numbers to the nearest dollar value.

Your Job

Do you expect to hold this job the entire year (Jan. 1 through Dec. 31)? (*Required)

- Yes
- No

How frequently are you paid? (*Required)

Once a Month
On what date did your most recent pay period end? (MM/DD/YYYY) *(Required)  
12/31/2019

Enter the total wages you expect to receive this year: *(Required)  
$36,000

Enter any bonuses:  

Have already received this year:  
$0

Expect to receive later this year:  
$0

☑ My employer will withhold the appropriate taxes from this future bonus

Using your last pay statement, enter the total federal income taxes withheld:  

From last check: *(Required)  
$145
Did you, or will you, contribute to a tax-deferred retirement plan, such as a 401(k)?
- Yes
- No

How much do you anticipate contributing per year? (*Required)
$3,100

Did you, or will you, contribute to an HSA, FSA, pre-tax childcare credit account or other "cafeteria plan"?
- Yes
- No

These questions ask for PRE-TAX contributions (deducted from your paycheck).
Tax Withholding Estimator

Use your best estimates for the year ahead to determine how to complete Form W-4 so you don't have too much or too little federal income tax withheld.

Adjustments to Income
Most taxpayers don't have a large enough adjustment to have a significant impact on their tax obligation.

Do you want to go to the next step without including adjustments or would you like to see possible adjustments? (*)Required

- See Adjustments
- Go to next step

BACK NEXT
Adjustments to Income
Most taxpayers don’t have a large enough adjustment to have a significant impact on their tax obligation.

Do you want to go to the next step without including adjustments or would you like to see possible adjustments? (Required)

- See Adjustments
- Go to next step

**Student Loan Interest Deduction:**
Enter Amount...

**Educator Expense Deduction:**
Enter Amount...

**Deduction for contributions to an IRA outside of deductions included in payroll deductions:**
Enter Amount...

**Health Savings Account Deduction (outside of those entered in payroll deductions):**
Enter Amount...

**Alimony paid:**
Enter Amount...

**Penalty for Early Withdrawal of Savings:**
Enter Amount...

**Certain business credits for reservists, performing ar**
Enter Amount...

**Moving Expenses for Members of the Armed Services:**
Enter Amount...

BACK  NEXT
Tax Withholding Estimator

Use your best estimates for the year ahead to determine how to complete Form W-4 so you don't have too much or too little federal income tax withheld.

Deductions From Income
You qualify for a standard deduction of $12,400.

Deductions reduce the amount of your income subject to income tax. Most taxpayers take the standard deduction.

Would you like to take the standard deduction or itemize your deductions? (Required)

- Itemize deductions
- Take the standard deduction

BACK  NEXT
Deductions From Income
You qualify for a standard deduction of $12,400.

Deductions reduce the amount of your income subject to income tax. Most taxpayers take the standard deduction.

Would you like to take the standard deduction or itemize your deductions? (*Required)

- Itemize deductions
- Take the standard deduction

Medical and dental expenses:  
Enter Amount...

Gifts to charity:  
Enter Amount...

Taxes you paid:  
Enter Amount...

Casualty Losses:  
Enter Amount...

Qualified Interest that you paid:  
Enter Amount...

Other itemized deductions:  
Enter Amount...

If your itemized deductions are less than your standard deduction, the calculator will use the standard deduction.

- If you want to use your itemized deduction, even if it is less than your standard deduction, please check this box.
Tax Withholding Estimator

Use your best estimates for the year ahead to determine how to complete Form W-4 so you don’t have too much or too little federal income tax withheld.

Tax Credits

Tax credits are amounts you subtract directly from your tax obligation. Would you like to learn more about tax credits you may be eligible for or get your results without tax credits? (*Required)

- See tax credits
- Get my results without tax credits

BACK NEXT
Tax Credits

Tax credits are amounts you subtract directly from your tax obligation. Would you like to learn more about tax credits you may be eligible for or get your results without tax credits? (*Required)

- See tax credits
- Get my results without tax credits

- Child and Dependent-related
- Foreign Tax Credit
- Educational
- Retirement Savings
- Homeowner
- Elderly or Disabled
- Business
- Alternative Minimum Tax
- Energy Efficient Vehicles
Tax Withholding Estimator

Use your best estimates for the year ahead to determine how to complete Form W-4 so you don't have too much or too little federal income tax withheld.

About You  Income & Withholding  Adjustments  Deductions  Tax Credits  Results

Your Results
Based on the information you entered

If you do not change your withholding, you are likely to get a refund.

- Expected tax withholding: $1,595*
- Anticipated tax obligation: $313**
- Estimated over payment: $1,282

$0 BALANCE

Important Note: The accuracy of this estimate depends on the accuracy of the information you provide. The IRS makes no guarantees about the accuracy of this estimate and accepts no liability resulting from your use of the estimation.

* This is your projected withholding for the year if you make no changes and do not submit a new Form W-4. This number includes Federal income tax withheld and any estimated tax paid.

** This is your expected tax liability for the 2020 tax year reported on the 2020 Form 1040 due to be filed by April 15, 2021. This number includes Federal income tax, additional Medicare tax, and self-employment tax, if applicable.
Happy with your results? Then you don't need to do anything.

Want to adjust your results?
Use the slider below to select the approximate refund amount you'd like to get.

For a refund of approximately $200

Your Job, Annual Pre-tax Wages: $36,000
To get your desired refund amount, you will need $47 withheld from each paycheck, $98 less than your current tax withholding.

How to Adjust Your Withholding

Step 1: Complete a new Form W-4 online or via paper as follows:
- Check your personal information is correct (line 1(a) and (b) on Form W-4)
- Select Married filing jointly (or Qualifying widow(er)) filing status (line 1(c) on Form W-4)
- Enter $250 for credits and other reductions to annual withholding (Line 3 on Form W-4 is already pre-filled in the Download button below)
- If using a paper form sign and date it

Step 2: Submit this new information to your employer as soon as possible

DOWNLOAD PRE-FILLED FORM W-4
Poll

What is your impression of the IRS Tax Withholding Estimator?
Calculation Examples
# Calculation Examples

## W-4 Information

<table>
<thead>
<tr>
<th></th>
<th>2020 W-4</th>
<th>2019 W-4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form 2020 or Later?</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>EE Federal Tax Status</td>
<td>Single</td>
<td></td>
</tr>
<tr>
<td>If Form 2020 or Later</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>=</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Multiple Jobs or Spouse Works</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Dependent Amount</td>
<td>$500.00</td>
<td></td>
</tr>
<tr>
<td>Other Income</td>
<td>$1,000.00</td>
<td></td>
</tr>
<tr>
<td>Deductions</td>
<td>$3,500.00</td>
<td></td>
</tr>
<tr>
<td>Extra Withholding</td>
<td>$100.00</td>
<td></td>
</tr>
</tbody>
</table>

- **Single** = Single or Married Filing Separately
- **Married** = Married filing jointly (or Qualified Widower)
- **Head** = Head of Household
## Calculation Examples

<table>
<thead>
<tr>
<th>Payroll Amounts</th>
<th>Pay Stub</th>
<th>FICA</th>
<th>Federal/State</th>
<th>Annual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly Gross Salary</td>
<td>$4,000.00</td>
<td>$4,000.00</td>
<td>$4,000.00</td>
<td>$48,000.00</td>
</tr>
<tr>
<td>Additional Wages</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Payroll Taxable Sub Tot</td>
<td>$4,000.00</td>
<td>$4,000.00</td>
<td>$4,000.00</td>
<td>$</td>
</tr>
<tr>
<td>Add'l Supplemental</td>
<td>$100.00</td>
<td>$100.00</td>
<td>$100.00</td>
<td>$</td>
</tr>
<tr>
<td>Payroll Taxable Tot</td>
<td>$100.00</td>
<td>$100.00</td>
<td>$100.00</td>
<td>$</td>
</tr>
<tr>
<td>Taxable Life &gt; 50K</td>
<td>$5.11</td>
<td>$5.11</td>
<td>$5.11</td>
<td>$</td>
</tr>
<tr>
<td>Payroll Taxable Tot</td>
<td>$4,105.11</td>
<td>$4,105.11</td>
<td>$4,105.11</td>
<td>$</td>
</tr>
<tr>
<td>PERA contribution* (or)</td>
<td>$359.20</td>
<td>$359.20</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>401(A) contribution *</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Voluntary Contribution</td>
<td>$100.00</td>
<td>$100.00</td>
<td>$100.00</td>
<td>$</td>
</tr>
<tr>
<td>Café pre tax</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Total Pre-tax adjustment</td>
<td>$459.20</td>
<td>$</td>
<td>$459.20</td>
<td>$</td>
</tr>
<tr>
<td>Fed taxable w/o Supplen</td>
<td>$3,540.80</td>
<td>$</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>State taxable w Supplem</td>
<td>$3,645.91</td>
<td>$4,105.11</td>
<td>$3,640.80</td>
<td>$</td>
</tr>
<tr>
<td>Description</td>
<td>Wages + Income</td>
<td>Status</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------</td>
<td>----------------</td>
<td>--------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fed Taxable Wage by Pay Period</td>
<td>$3,540.80</td>
<td>Monthly</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fed Taxable Wage by Pay Per * Period</td>
<td>$42,489.63</td>
<td>12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If W-4 &lt;= 2019 Allowance</td>
<td>$4,300.00</td>
<td>1k - Line 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adjusted Annual Wage Amt &lt;= 2019</td>
<td>$42,489.63</td>
<td>1l</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calulate Adjusted Annual Wage Amt =&gt;2020</td>
<td>$31,389.63</td>
<td>1i</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2020 W-4 Other Income (Step 4A)</td>
<td>$1,000.00</td>
<td>1d</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2020 W-4 Deductions (Step 4B)</td>
<td>$3,500.00</td>
<td>1f</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2020 W-4 Checked box (Step 2) = No</td>
<td>$8,600.00</td>
<td>1g</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2020 W-4 Total Deductions</td>
<td>$12,100.00</td>
<td>1h</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adjusted Annual Wage Amt =&gt; 2020</td>
<td>$31,389.63</td>
<td>1i</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calculate Tax Withheld with 2020 Tables</td>
<td>$31,389.63</td>
<td>2a</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2019 or 2020 Adj Annual Wage Amt</td>
<td>$13,675.00</td>
<td>2b</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taxable Gross Min/Max w/o Checkbc</td>
<td>$43,925.00</td>
<td>2c</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tax from Table - Column C</td>
<td>$987.50</td>
<td>2c</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taxable above threshold</td>
<td>$17,714.63</td>
<td>2e</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tax Rate above threshold &amp; extra tax</td>
<td>12%</td>
<td>2d &amp; 2f</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tentative FWT</td>
<td>$2,125.76</td>
<td>2g</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tentative FWT / Pay Period</td>
<td>$3,113.26</td>
<td>2h</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dependent Tax Credit / Pay Period</td>
<td>$500.00</td>
<td>3a &amp; 3b</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tentative FWT - Dep Credit / period</td>
<td>$41.67</td>
<td>2h</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Withholding</td>
<td>$217.77</td>
<td>4a</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Pay (Supplemental) amount</td>
<td>$100.00</td>
<td>4a</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplemental Tax Rate</td>
<td>22%</td>
<td>4a</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FWT from Wage &amp; Income</td>
<td>$22.00</td>
<td>4a</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FWT total income + supplemental</td>
<td>$317.77</td>
<td>4a</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Calculation based upon current annulized monthly salary**

---

**University of Colorado**

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

**EMPLOYEE SERVICES**
## Calculation Examples

### Standard Withholding Rate Schedules

<table>
<thead>
<tr>
<th>Federal Withholding Tax</th>
<th>Monthly</th>
<th>Quarterly</th>
<th>Semi-Monthly</th>
<th>Bi-Weekly</th>
<th>Weekly</th>
<th>Daily</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vague - Income Status</td>
<td>Single</td>
<td>$3,549.09</td>
<td>$3,549.09</td>
<td>$3,549.09</td>
<td>$3,549.09</td>
<td>$3,549.09</td>
</tr>
<tr>
<td>Vague - Income Status</td>
<td>Married</td>
<td>$3,549.09</td>
<td>$3,549.09</td>
<td>$3,549.09</td>
<td>$3,549.09</td>
<td>$3,549.09</td>
</tr>
<tr>
<td>Vague - Income Status</td>
<td>Head</td>
<td>$3,549.09</td>
<td>$3,549.09</td>
<td>$3,549.09</td>
<td>$3,549.09</td>
<td>$3,549.09</td>
</tr>
</tbody>
</table>

### Form W-4, Step 2, Checkbox, Withholding Rate Schedules

<table>
<thead>
<tr>
<th>Federal Withholding Tax</th>
<th>Monthly</th>
<th>Quarterly</th>
<th>Semi-Monthly</th>
<th>Bi-Weekly</th>
<th>Weekly</th>
<th>Daily</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vague - Income Status</td>
<td>Single</td>
<td>$3,549.09</td>
<td>$3,549.09</td>
<td>$3,549.09</td>
<td>$3,549.09</td>
<td>$3,549.09</td>
</tr>
<tr>
<td>Vague - Income Status</td>
<td>Married</td>
<td>$3,549.09</td>
<td>$3,549.09</td>
<td>$3,549.09</td>
<td>$3,549.09</td>
<td>$3,549.09</td>
</tr>
<tr>
<td>Vague - Income Status</td>
<td>Head</td>
<td>$3,549.09</td>
<td>$3,549.09</td>
<td>$3,549.09</td>
<td>$3,549.09</td>
<td>$3,549.09</td>
</tr>
</tbody>
</table>

### State Withholding Tax

<table>
<thead>
<tr>
<th>State Withholding Tax</th>
<th>Single</th>
<th>Married</th>
<th>Head Household</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vague - Income Status</td>
<td>$3,549.09</td>
<td>$3,549.09</td>
<td>$3,549.09</td>
</tr>
</tbody>
</table>

### State Allowance Calculation

<table>
<thead>
<tr>
<th>Allowance</th>
<th>$4,000.00</th>
</tr>
</thead>
</table>

**Note:** Calculation based on current adjusted monthly salary.
Poll

What is your impression of the new 2020 W-4 form?
The 2020 W-4 is structured to better capture an employee’s tax withholding situation since the Tax Cuts and Jobs Act (Pub. L. 115-97). We reviewed each of the 2019 and 2020 W-4 fields available to calculate the employee federal tax withholding for a paycheck.

We reviewed the CU employee portal to find the W-4 tile and pay advice.

The IRS Publication 15-T explains how the employer portion of the tax withholding is calculated. We reviewed the table and the steps to make the calculation.

Employees may use the IRS Tax Withholding Estimator to estimate their annual tax and target withholding.

We reviewed an example to calculate the federal tax withholding and compared it to the corresponding values for a checked box and different filing statuses.
Online Resources

- Training & Webinars (labs, practice, and more!)
  - [https://www.cu.edu/hcm-community/hcm-projects/training-webinars](https://www.cu.edu/hcm-community/hcm-projects/training-webinars)
  - Recorded Webinars: [https://www.cu.edu/hcm-community-training](https://www.cu.edu/hcm-community-training)

- Document Library (SBS guides, job aids, quick references, and glossary)
  - [https://www.cu.edu/docs](https://www.cu.edu/docs)

- Step-by-Step Guides
  - 2020 Form W-4 Information: [https://www.cu.edu/docs/2020-form-w-4-information](https://www.cu.edu/docs/2020-form-w-4-information)
Online Resources

IRS Resources

- **2020 Form W-4**, *Employee's Withholding Certificate*

- **2020 Publication 15-T**, *Federal Income Tax Withholding Methods*

- **IRS FAQs on the 2020 Form W-4**
  https://www.irs.gov/newsroom/faqs-on-the-2020-form-w-4

- **IRS Tax Withholding Estimator**
  https://www.irs.gov/individuals/tax-withholding-estimator

- **IRS Paycheck Checkup Flyer** (Publication 5303)

State of Colorado Individual Income Tax

- Individual Income Tax Forms & Instructions
  https://www.colorado.gov/pacific/tax/individual-income-forms

- https://www.colorado.gov/pacific/tax/tabor
Thank you!

Please complete our survey:  
https://www.surveymonkey.com/r/hcm2020

Join us next time, February 18, 2020, when we cover Funding Entry and Suspense.

Questions and comments are always welcome!

Email hcm_community@cu.edu

• 303-860-4200 Opt. 2: Payroll
• 303-860-4200 Opt. 3: Benefits