

New Employee Form W4

Employee's Withholding Certificate

Step 1: Enter Personal Information

- First Name and Middle Initial: _____
- Last Name: _____
- Social Security Number: _____
- Address: _____

- City or Town, State, and ZIP Code: _____

Step 2: Multiple Jobs or Spouse Works

- Complete this step if you (1) have more than one job at a time, or (2) are married filing jointly and your spouse also works.

Step 3: Claim Dependents

- If your total 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: _____

Step 4 (Optional): Other Adjustments

(a) Other Income (not from jobs)	(b) Deductions	(c) Extra Withholding
_____	_____	_____

Step 5: Sign Here

- Employee's Signature: _____
- Date: _____