

# It's here! IRS rolls out final Form W-4 for 2020

The IRS has released the final 2020 version of [Form W-4, Employee's Withholding Certificate](#).

The IRS stood its ground and dropped the word "Allowance" from the title of the form, as well as dropping withholding allowances from the body of the form.

Like the two drafts that preceded it, this W-4 is based on five steps; only Steps 1 and 5 are mandatory for employees to complete.

*What's new:* Some minor editorial changes have been made to the text in Step 2.

Form <b>W-4</b>		Employee's Withholding Certificate		OMB No. 1545-0074
▶ 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.				
<b>2020</b>				
<b>Step 1:</b> Enter Personal Information	(a) First name and middle initial		Last name	(b) Social security number
	Address			
	City or town, state, and ZIP code			
(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly (or Qualifying widow(er)) <input type="checkbox"/> 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.)				
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.				
<b>Step 2:</b> 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 <a href="http://www.irs.gov/W4App">www.irs.gov/W4App</a> 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 . . . . . <input type="checkbox"/> <b>TIP:</b> 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.			
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.)				
<b>Step 3:</b> 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 . . . . . 3 \$			
<b>Step 4</b> (optional): Other Adjustments	(a) <b>Other income (not from jobs).</b> 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 . . . . . 4(a) \$			
	(b) <b>Deductions.</b> 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 . . . . . 4(b) \$			
	(c) <b>Extra withholding.</b> Enter any additional tax you want withheld each pay period . . . . . 4(c) \$			
<b>Step 5:</b> 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			
<b>Employers Only</b>	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. 102200Q Form **W-4** (2020)

The IRS has yet to release the final version of Pub. 15-T, which will contain all the 2020 worksheets and withholding methods. We will post those as soon as they are available.

## Who files the 2020 W-4

The following employees should complete a 2020 W-4 and return it to you promptly:

- Employees who will begin working for you in 2020
- Widows or widowers whose spouses died within the previous two years
- Employees who won't be able to claim an individual as a tax dependent in 2020
- Employees whose divorce or separation will become final in 2020, if they are claiming married filing jointly on their current W-4s
- Employees who anticipate losing other withholding allowances in 2020

Employees who won't be able to claim an exemption from withholding in 2020 (technically, these employees can wait until the middle of February to refile).