

New W-4 Withholding Certificate

Due to the new Tax Laws, the W-4 Withholding Certificate has changed, below is a screenshot of the new certificate.

W-4 Withholding Certificate

Social Security Number

District Of Columbia Govt

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.

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.

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.

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 these 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

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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

Claim Exemption from Withholding

I claim exemption from withholding for the year 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.

Section 1 – Filing Status, click on the button that describes the employee’s filing status:

- Single or Married filing Separately
- Married Filing jointly (or Qualifying widow(er))
- Head of Household

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Step 1: Personal Information

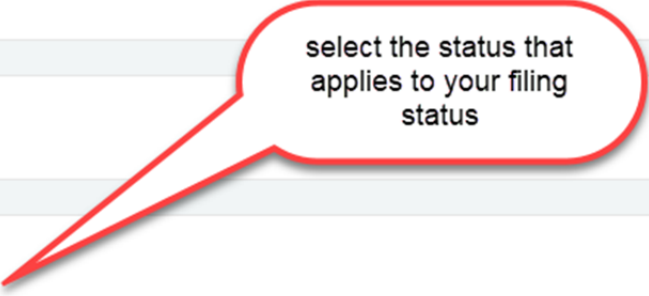
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Address

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.



Section 2 - Complete this section if the employee holds more than one job at a time or the employee is married and filing jointly and the spouse works.

Click on Multiple Jobs or Spouse Works **ONLY** if this applies.

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 these jobs.

[Hide Instructions](#)

INSTRUCTIONS

Do **only one** of the following.

- (a) Use the estimator at www.irs.gov/W4App for most accurate withholding; **or**
- (b) Use the Multiple Jobs Worksheet 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.

CAUTION: If you have privacy concerns, choose (a) or (b). If you and/or your spouse have income from self-employment, including as an independent contractor, choose (a).

Multiple Jobs or Spouse Works

Section 3 – Complete this section **ONLY** if you qualify for the child tax credit.

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

[Hide Instructions](#)

INSTRUCTIONS

To qualify for the child tax credit, the child must be under age 17 as of December 31, must be your dependent who generally lives with you for more than half the year, and must have the required social security number. You may be able to claim a credit for other dependents for whom a child tax credit can't be claimed, such as an older child or a qualifying relative. For additional eligibility requirements for these credits, see Pub. 972, Child Tax Credit and Credit for Other Dependents. You can also include other tax credits in this step, such as education tax credits and the foreign tax credit. To do so, add an estimate of the amount for the year to your credits for dependents and enter the total amount in Step 3. Including these credits will increase your paycheck and reduce the amount of any refund you may receive when you file your tax return.

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

Section 4 – THIS SECTION IS VERY IMPORTANT!

The most important item in section 4 is **item (b) Deductions**. The employee must determine the total dollar amount of taxes that should be deducted for the year. An example, the employee could enter, \$2,000 or \$5,000 or \$10,000 and this amount would be divided by the total number of pay periods paid for the year.

For an employee in Pay Group 1&2, if that employee enters \$5,000 in item (b) Deductions, the employee would see a Federal Tax withholding of approximately \$192.31 per pay period.

$(\$5000 / 26 \text{ pay periods} = \$192.31)$

EXAMPLES

- Employees paid in Pay Group 1 & 2, there are 26 pay periods
- Employees paid in Pay Group 3 (WKC) there are 26 pay periods
- Employee paid in Pay Group 5 (FPP) there are 12 pay periods
- Employees paid in Pay Group 6 (UDC) there are 24 pay periods
- Employees paid in Pay Group 7 (District Participants) there are 26 pay periods

Step 4: Other Adjustments

 [Hide Instructions](#)

INSTRUCTIONS

(a) Other Income. 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. You should not include income from any jobs.

(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet and enter the result here.

(c) Extra withholding. Enter any additional tax you want withheld each pay period.

(a) Other Income

(b) Deductions

(c) Extra Withholding

Section 5 – Complete this section **ONLY** if you have **EXEMPT status**.

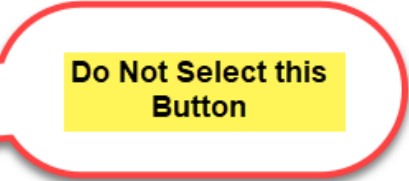
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I claim exemption from withholding for the year and I certify that I meet BOTH of the following conditions for exemption from withholding:

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Once the form has been completed, select the Submit button in Section 5. The employee will be taken to a Verification page. On this page enter employee's **PEOPLESOFT** sign in Password.

Verify Identity

To protect your privacy, verify your identity by typing your password. If you are not this user, click **Cancel**.

User ID: 00008157

Password:



Click the Continue Button, when this is done, the employee will be taken back to the W-4 Withholding Certificate page. On this page the employee can verify the amount entered in Section 4, item (b) Deduction.

Step 4: Other Adjustments

[View Instructions](#)

(a) Other Income

(b) Deductions

(c) Extra Withholding

Completion