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.
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 window(er))
- Head of Household

![W-4 Withholding Certificate](image)

Select the status that applies to your filing status.
**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.

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

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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 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 period 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 approximate $192.31 per pay period.

($5000 / 26 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
Section 5 – Complete this section **ONLY** if you have **EXEMPT status**.

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.
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.

<table>
<thead>
<tr>
<th>Step 4: Other Adjustments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>View Instructions</strong></td>
</tr>
<tr>
<td>(a) Other Income</td>
</tr>
<tr>
<td>(b) Deductions 5000.00</td>
</tr>
<tr>
<td>(c) Extra Withholding</td>
</tr>
</tbody>
</table>

Completion