Changes to the W-4 Tax Forms as of 2020

Form W-4 (2019)

Future developments. For the latest information on future developments related to Form W-4, such as legislation enacted after it was published, go to https://www.irs.gov/formw4.

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. You may claim exemption from withholding for 2019 if both of the following apply:

- For 2019 you had a right to a refund of all federal income tax withheld because you had no tax liability.
- For 2019 you expect a refund of all federal income tax withheld because you expect to have no tax liability.

Step 1: Enter Personal Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>City or town, state, and ZIP code</th>
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</thead>
<tbody>
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</table>

Step 2: Multiple Jobs or Spouse Works

If you have more than one job, or if your spouse is also working, you may need to enter additional withholding information.

Step 3: Claim Dependents

If you are claiming dependents, enter the number of dependents you are claiming and the total amount of standard deduction you are taking.

Step 4: Other Adjustments

If you have any other income or deductions, enter the amount and any other adjustments to your withholding.

Step 5: Extra Withholding

If you expect to have any extra withholding, enter the amount and any other adjustments to your withholding.

Note the corresponding colors to determine where the original areas have been moved.