

-4. All new hires beginning in
to submit the new Form W-4. The new Form W-4

<https://www.irs.gov/pub/irs-pdf/fw4.pdf>.

Important to Note: Internal Revenue Service regulations impose criminal penalties to employees that falsify Form W-4. Changing withholding rates multiple times per year without changes in life circumstances (i.e. marriage, death, birth) will not be permitted.

It is recommended that you perform a “paycheck checkup” to see if you should change your current withholding for calendar year 2020. This checkup can be performed by using the IRS Tax Withholding Estimator (www.irs.gov/W4App). It is suggested that you have readily available, a copy of your most recent pay stub and a copy of the previous year’s income tax return before you begin. The estimator will be updated in January 2020 to reflect the updated tax tables for 2020. ***Please note: if you do not submit a new form, withholding will continue based on your previously submitted Form W-4.***

Before completing the 2020 Form W-4, please read the instructions that are included with the form. You must complete Steps 1 and 5. Steps 2, 3, and 4 are optional, but completing them will help ensure that your federal income tax withholding will more accurately match your tax liability. Step 1 is for your personal information; Step 2 is for households with multiple jobs; Step 3 is used to claim tax credits for dependents; Step 4 is for other adjustments (additional income such as interest and dividends, itemized deductions that exceed the standard deduction, and extra tax you want withheld); and Step 5 is where you sign the form.

The IRS takes your privacy seriously and suggests that, if you are worried about reporting income from multiple jobs in Step 2 or other income in Step 4(a), you check the box in Step 2(c) or enter an additional withholding amount in Step 4(c). To determine the additional withholding amount, you can use the withholding estimator.

The IRS has also published Frequently Asked Questions that you may find helpful as you complete the form (<https://www.irs.gov/newsroom/faqs-on-the-draft-2020-form-w-4>).