## Form W-4

Department of the Treasury

## **Employee's Withholding Certificate**

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.

**2025** 

OMB No. 1545-0074

nternal Revenue Ser	rvice	Your withholding	g is subject to review by the IF	RS.			
Step 1:	(a)	irst name and middle initial	Last name		(b) S	ocial security number	
Enter Personal Information	Address				Does your name match the name on your social security card? If not, to ensure you get		
imormation	City or town, state, and ZIP code				credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov.		
	(c)	Single or Married filing separately					
		Married filing jointly or Qualifying surviving s					
		Head of household (Check only if you're unman	ried and pay more than half the costs	of keeping up a home for yo	ourself a	nd a qualifying individual	
are completing marital status, deductions, or year, use the e	g this num crecestim	g the estimator at www.irs.gov/W4App to form after the beginning of the year; exper of jobs for you (and/or your spouse i lits. Have your most recent pay stub(s) frator again to recheck your withholding.  -4 ONLY if they apply to you; otherwis	pect to work only part of the y f married filing jointly), depen om this year available when	year; or have changes idents, other income using the estimator. A	s durin (not fro At the	ng the year in your om jobs), beginning of next	
claim exemption	on fro	om withholding, and when to use the est	imator at www.irs.gov/W4Ap	p.			
Step 2: Multiple Jobs							
or Spouse Works	Do <b>only one</b> of the following. <b>(a)</b> Use the estimator at <i>www.irs.gov/W4App</i> for the most accurate withholding for this step (and Steps 3–4). If you or your spouse have self-employment income, use this option; <b>or</b>						
		(b) Use the Multiple Jobs Worksheet	•		or		
		(c) If there are only two jobs total, you option is generally more accurate higher paying job. Otherwise, (b) is	umay check this box. Do the than (b) if pay at the lower pa	same on Form W-4 fl lying job is more than	or the		
-	-	-4(b) on Form W-4 for only ONE of the you complete Steps 3–4(b) on the Form	-		s. (Yo	our withholding will	
Step 3:		If your total income will be \$200,000 c	or less (\$400,000 or less if ma	arried filing jointly):			
Claim		Multiply the number of qualifying children under age 17 by \$2,000 \$					
Dependent and Other		Multiply the number of other depe	ndents by \$500	. \$	-		
Credits		Add the amounts above for qualifying this the amount of any other credits.	<u> </u>	ents. You may add to	3	\$	
Step 4 (optional): Other		(a) Other income (not from jobs). expect this year that won't have w This may include interest, dividend	ithholding, enter the amount		-	n)  \$	
Adjustments	6	(b) Deductions. If you expect to claim want to reduce your withholding, u the result here			r	<b>s</b>	
		(c) Extra withholding. Enter any addit	tional tax you want withheld e	each <b>pay period</b>	4(c	s)  \$	
Step 5: Sign	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.						
Here	Employee's signature (This form is not valid unless you sign it.)  Date				ite		
Employers Em		Employer's name and address				Employer identification umber (EIN)	

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