

FAQ: How to fill out W-4

This FAQ discusses the Federal W-4 and explains how to fill it out for various scenarios. It also touches on the Oregon W-4 (which is fairly simple and covered at the end of this FAQ). Some of the aspects of the W-4 can be complicated (such as when two or more jobs, or self-employment income, are involved); don't hesitate to reach out to us for help for such situations.

Glossary

- **Claim an allowance**: this is a historical term for what employees did prior to 2020 in order to specify tax withholding on their W-4. This is no longer applicable. It is included in this FAQ in case there are folks who remember the old way of doing things and want to understand what has changed.
- **Contractor**: See "Self-Employed" below.
- **Credit**. More properly called a "tax credit". This is an amount of money that taxpayers can subtract, dollar for dollar, from the income taxes they owe. Some examples of tax credits are the Child Tax Credit and the Retirement Savings Contribution Credit.
- **Dependent**: A dependent is a person who relies on someone else for financial support. This can include children or other relatives. Having a dependent entitles a taxpayer to certain credits on their tax return (as long as the dependent meets the qualifying definition from the IRS [here](#))
- **Deduction**: More properly called a "tax deduction". This is an amount that taxpayers can deduct from their taxable income, before the tax is calculated, in order to lower the amount of taxes that they owe. Some examples of tax deductions are the Standard Deduction and the Educator's Expense deduction.
- **Employee**: An employee is a worker hired by an employer to do a specific job. Employers control how employees are paid, when employees work, and how employees work. An employee has income tax (and several other taxes) withheld from each paycheck, and receives a W-2 from their employer at the end of the year
- **Federal Income Tax**: A tax imposed on the income of an individual by the United States federal government.
- **Filing Status**: A category that the IRS uses to define the tax rate and treatment that a taxpayer is subject to. There are 5 filing status as defined below:
 - **Married Filing Separately**: Legally Married, You and your spouse choose to file two separate Income Tax returns (various reasons: some couples like to keep their finances separate; in some cases it is financially beneficial to file separately)
 - **Married Filing Jointly**: Legally Married. You and your spouse file a single Income Tax return. You and your spouse report your combined income on your tax return.

- **Qualifying Surviving Spouse:** Your spouse passed away within the last 2 years, and you have a child dependent.
 - **Head of Household:** You are single, or lived apart from your spouse the last 6 months of the year, you pay more than ½ the cost of keeping up your household, and you are supporting a child/relative.
 - **Single:** Not married (or legally separated), not supporting any children or relatives, and none of the other filing statuses listed above apply.
- **Medicare Tax:** A tax imposed on the income of an individual by the United States federal government and which is used to fund the federal Medicare program.
 - **Self-Employed:** An individual is self-employed if they earn a living by working for themselves, not as an employee of someone else. A self-employed individual will not receive a W-2 and will not have tax withholding. A self-employed individual is also known as a "contractor". Examples of self-employed individuals are Uber drivers, DoorDash deliverers, and Amazon package deliverers.
 - **Social Security Tax:** A tax imposed on the income of an individual by the United States federal government, and which is used to fund the federal Social Security program.
 - **State Income Tax:** A tax that is imposed on the income of an individual by the state in which the individual resides. Not all states impose a state income tax. For example, Oregon has a State Income Tax, but Texas does not.
 - **Withholding:** Money that is taken out of your paycheck throughout the year to pay various taxes. See the earlier section in this FAQ on withholding.

https://www.youtube.com/watch?v=x78zw_0BVF4 How to fill out a W-4 (over 20 minutes)

What is "withholding"?

When you are an employee of a company, your employer will withhold money from each of your paychecks to pay the following taxes:

- Federal income tax (the W-4 determines the amount of tax withheld)
- Federal Social Security tax (fixed percentage)
- Federal Medicare tax (fixed percentage)
- Oregon income tax (OR W4 discussed later, determines this amount)

The taxes that are withheld from your paycheck are collectively referred to as "withholding". Each paycheck you receive will show the amount of withholding that was taken out of your paycheck.

What is a W-4 and why do I need to fill it out?

The W-4 is a form which provides instructions to your employers to help them determine how much Federal Income tax should be withheld from each paycheck, A properly completed W-4 will help avoid underpayment of Federal Income tax (where you have a tax debt at end of the year) or overpayment of Federal Income taxes (where you would get a large refund, but leaves you with less income each paycheck). .

Where can I get the W-4 form?

The W-4 can be obtained either from your employer or downloaded from the IRS at <https://www.irs.gov/pub/irs-pdf/fw4.pdf>. .

When should I fill out a W-4?

A new W-4 should be filled out whenever you start a new job, and whenever there is a lifestyle change which may impact taxes you owe such as getting married, divorced, having a child, getting an increase in your pay, ...etc.

If I have more than 1 job, do I need to fill out a W-4 for each employer?

Yes, a separate W-4 should be filled out and given to each employer.

What is meant by the term "job" as it relates to the W-4?

When we talk about a "job", we are referring to a position where you are an "employee". An employee has income tax (and several other taxes) withheld from each paycheck by their employer and receives a W-2 at the end of the year; this is what we are calling a "W-2 job". If you are self-employed, you are a contractor and not an employee; you have no tax withholding, and you do not receive a W-2, therefore we are not counting that when it comes to the number of jobs you and your spouse have (later on in this FAQ we discuss self-employment and taxes). For example, if you are an employee of XYZ Corporation and you are also an Uber driver (self-employment), the total number of jobs you use for W-4 calculations is 1 (your XYZ W-2 job).

Don't I claim the number of Allowances I want on my W-4 like I did a few years ago?

The short answer is "No". Before 2020, employees chose either 0, 1, 2 or 3 "withholding allowances" on the W-4. This was referred to as "claiming allowances". The larger the number of withholding allowances an employee claimed, the less money their employer would withhold from their paychecks. In 2020, the IRS decided that this method of determining withholding was too inaccurate, and the W-4 was revamped to provide a better estimate of withholding, which eliminated allowances.

What Information will I need to fill out the W-4?

You will/may need the following information:

- Name, address, social security number

- Your "tax filing status". There are 5 tax filing statuses as summarized below (simplified view; see the IRS web page [here](#) for details). If you are not sure which status is correct for your situation, we can help you decide.
 - **Married Filing Separately:** Legally Married, You and your spouse choose to file two separate Income Tax returns (various reasons: some couples like to keep their finances separate; in some cases, it is financially beneficial to file separately)
 - **Married Filing Jointly:** Legally Married. You and your spouse file a single Income Tax return. You and your spouse report your combined income on your tax return.
 - **Qualifying Surviving Spouse:** Your spouse passed away within the last 2 years, and you have a [child dependent](#).
 - **Head of Household:** You are single or lived apart from your spouse for the last 6 months of the year, you pay more than ½ the cost of keeping up your household, and you are supporting a child/relative.
 - **Single:** Not married (or legally separated), not supporting any children or relatives, and none of the other filing statuses listed above apply.
- The number of jobs you have or expect to have
- [needed if 2 or more jobs] The annual income for each job
- [needed if 2 or more jobs] The number of pay periods per year (e.g., if you are paid every 2 weeks, there are 26 pay periods)
- The number of children/relative dependents
- [rarely needed] Estimate of other tax deductions and credits that apply to you. Most people can ignore this since these credits/deductions can be hard to predict.
- [needed if you are using the IRS online tax withholding estimator and are already working] Your most recent pay stub from each of your jobs

How do I fill out the W-4?

There are a total of 5 steps to fill out on the W-4 (and step 5 is simply signing/dating the W-4). You have the option of manually filling out the W-4, or using the IRS online tax withholding estimator tool ([here](#)) to calculate the proper values to use. The online estimator is more accurate and is the preferred method if there are 2 or more jobs, and/or other sources of income. The online tool will ask a series of questions to accurately characterize your tax withholding. Since some folks do not have access to the online estimator and/or are not comfortable using the online tool, below we will walk through manually completing each of the 5 steps.

Step 1 - Provides basic information (name, address, SSN, filing status) and is always required.

Step 1: Enter Personal Information	(a) First name and middle initial	Last name	(b) Social security number
	Address		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 .
	City or town, state, and ZIP code		
	(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying surviving spouse <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

If you have a single job, no spouse, no dependents, and no other income (e.g. no self-employment income, no pension or social security income, no interest/dividend income, etc.), and no tax credits (education credits, etc.) then no other steps are required other than signing the W-4 (step 5).

Step 2 - Complete this step only if you have 2 or 3 jobs, or if you are married-filing-jointly and the total number of jobs between you and your spouse is 2 or 3. If there is only one job between you (and your spouse if married-filing-jointly) then skip step 2. If there are 4 or more jobs, you will need to use the IRS online tax withholding estimator tool (or else follow instructions in IRS Publication 505, which is a complex undertaking).

**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 of these jobs.

Do **only one** of the following.

(a) Reserved for future use.

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; **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 generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate

TIP: If you have self-employment income, see page 2.

You may be wondering why this information is needed. The combined income from all your W-2 jobs may result in you being placed in a higher tax bracket than if you were to assess income from each job separately. If you don't complete step 2, your employer will withhold income tax based on the smaller income from your 1 job with that employer, rather than your total income. At the end of the year, you may find that not enough tax was withheld, and you owe money to the IRS.

Here are a few scenarios where you would want to complete step 2:

- You file as single, head-of-household, or married-filing-separately and have 2 or 3 W-2 jobs
- You file as married-filing-jointly, and the total number of W-2 jobs between you and your spouse is 2 or 3.

If the total number of jobs is exactly 2, and if the income from the lower paying job is at least half of the income from the higher paying job, you will skip step 2B and simply check the box for step 2C on each of the W-4 forms . Here are some examples when you would skip step 2B and check the box on step 2C:

- Example 1: John and Jane Smith are married and file Married Filing Jointly. They have no dependents. John's W-2 job pays \$30,000/per year, and Jane's W-2 job pays \$20,000/per year (which is more than 1/2 of John's \$30,000/year). Figures 2 and 3 below show the completed W-4s for John Smith and for Jane Smith:

Form W-4 Department of the Treasury Internal Revenue Service	Employee's Withholding Certificate		OMB No. 1545-0074
	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.		
Step 1: Enter Personal Information	(a) First name and middle initial	Last name	(b) Social security number
	John	Smith	
	Address		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.
	1 Main Street		
City or town, state, and ZIP code			
Columbus, Ohio 43213			
(c) <input type="checkbox"/> Single or Married filing separately			
<input checked="" type="checkbox"/> Married filing jointly or Qualifying surviving spouse			
<input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)			

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, other details, and privacy.

Step 2: 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 of these jobs.

Multiple Jobs or Spouse Works Do only one of the following.

(a) Reserved for future use.

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; 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 generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate

TIP: If you have self-employment income, see page 2.

Complete Steps 3-4(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 3-4(b) on the Form W-4 for the highest paying job.)

Figure 2: W-4 for John Smith's job

Form W-4 Department of the Treasury Internal Revenue Service	Employee's Withholding Certificate		OMB No. 1545-0074
	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.		
Step 1: Enter Personal Information	(a) First name and middle initial	Last name	(b) Social security number
	Jane	Smith	
	Address		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.
	1 Main Street		
City or town, state, and ZIP code			
Columbus, Ohio 43213			
(c) <input type="checkbox"/> Single or Married filing separately			
<input checked="" type="checkbox"/> Married filing jointly or Qualifying surviving spouse			
<input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)			

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, other details, and privacy.

Step 2: 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 of these jobs.

Multiple Jobs or Spouse Works Do only one of the following.

(a) Reserved for future use.

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; 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 generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate

TIP: If you have self-employment income, see page 2.

Complete Steps 3-4(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 3-4(b) on the Form W-4 for the highest paying job.)

Figure 3: W-4 for Jane Smith's job

- Example 2: Brenda Jones is head-of-household. Her first W-2 job pays \$25,000/year and her second W-2 job pays \$15,000/year (which is more than 1/2 of \$25,000/year). Brenda has 1 child. Figure 4 and 5 below show the completed W-4s for both of Brenda's jobs. Later in this FAQ we will cover the dependent information.

Form W-4		Employee's Withholding Certificate		OMB No. 1545-0074
Department of the Treasury Internal Revenue Service		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.		2023
Step 1: Enter Personal Information	(a) First name and middle initial Brenda	Last name Jones	(b) Social security number	
	Address 1 South Street		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.	
	City or town, state, and ZIP code Columbus, Ohio 43213			
	(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying surviving spouse <input checked="" type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)			
Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, other details, and privacy.				
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 of these jobs. Do only one of the following. (a) Reserved for future use. (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; 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 generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate <input checked="" type="checkbox"/> TIP: If you have self-employment income, see page 2.			
Complete Steps 3-4(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 3-4(b) on the Form W-4 for the highest paying job.)				
Step 3: Claim Dependent and Other Credits	If your total 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 \$ 2000 Multiply the number of other dependents by \$500 \$ Add the amounts above for qualifying children and other dependents. You may add to this the amount of any other credits. Enter the total here		3	\$ 2000
Step 4 (optional): Other Adjustments	(a) Other income (not from jobs). 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		4(a)	\$
	(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here		4(b)	\$
	(c) Extra withholding. Enter any additional tax you want withheld each pay period		4(c)	\$

Figure 4: W-4 for Brenda Jones' highest paying job

Form **W-4** **Employee's Withholding Certificate** OMB No. 1545-0074
 Department of the Treasury Internal Revenue Service
 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. **2023**

Step 1: Enter Personal Information

(a) First name and middle initial: **Brenda** Last name: **Jones** (b) Social security number: _____

Address: **1 South Street**
 City or town, state, and ZIP code: **Columbus, Ohio 43213**

(c) Single or Married filing separately
 Married filing jointly or Qualifying surviving spouse
 Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

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.

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, other details, and privacy.

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 of these jobs. Do **only one** of the following.

(a) Reserved for future use.
 (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; 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 generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate

TIP: If you have self-employment income, see page 2.

Complete Steps 3-4(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 3-4(b) on the Form W-4 for the highest paying job.)

Figure 5: W-4 for Brenda Jones' lower paying job

If the total number of W-2 jobs (yours plus your spouse's) is 3, or if the total number of jobs is 2 and one job pays less than half the other, then you will need to complete step 2B and skip step 2C. Step 2B requires you to fill out the "Multiple Jobs Worksheet" from page 3 of the W-4. The "Multiple Jobs Worksheet" requires that you look up data from tables on page 4 of the W-4. The end result will be a number that you enter in step 4C of the W-4. Note that this calculation is only done on the W-4 for the higher paying job; for the lower paying job(s) you will skip step 2 and step 4 on the W-4.

This is a bit confusing, so here are some examples to illustrate the process for completing step 2B:

- Example 3: Katy and Bill Brown are married and file Married Filing Jointly. Katy's W-2 job pays \$40,000/year and paychecks are weekly. Bill's W-2 job pays \$15,000/year and paychecks are every 2 weeks. They have no dependents.. Here is how the "Multiple Jobs Worksheet" would be filled out on the W-4 for Katy's \$40,000/year job:
 - Multiple Jobs Worksheet step 1: Using the "Married Filing Jointly or Qualifying Surviving Spouse" table on page 4 of the W-4, we find the intersection of the higher paying job salary (\$40,000) and the lower paying job salary (\$15,000) to be \$2,200 (as shown below). That is the value we fill in for Multiple Jobs Worksheet step 1.

Form W-4 (2023) Page 4

Married Filing Jointly or Qualifying Surviving Spouse

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$0	\$0	\$850	\$850	\$1,000	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$1,870
\$10,000 - 19,999	0	930	1,850	2,000	2,200	2,220	2,220	2,220	2,220	2,220	3,200	4,070
\$20,000 - 29,999	850	1,850	2,920	3,120	3,320	3,340	3,340	3,340	3,340	4,320	5,320	6,190
\$30,000 - 39,999	850	2,000	3,120	3,320	3,520	3,540	3,540	3,540	4,520	5,520	6,520	7,390
\$40,000 - 49,999	1,000	2,200	3,320	3,520	3,720	3,740	3,740	4,720	5,720	6,720	7,720	8,590
\$50,000 - 59,999	1,020	2,220	3,340	3,540	3,740	3,760	4,750	5,750	6,750	7,750	8,750	9,610
\$60,000 - 69,999	1,020	2,220	3,340	3,540	3,740	4,750	5,750	6,750	7,750	8,750	9,750	10,610

- Multiple Jobs Worksheet step 2: This step is only used if you have 3 jobs, so it does not apply.
- Multiple Jobs Worksheet step 3: The number of pay periods for the higher paying job is 52, that is the value we fill in for Multiple Jobs Worksheet step 3.
- Multiple Jobs Worksheet step 4: We divide \$2,200 by 52 and round it to the nearest dollar, which gives us \$42. That is the value we fill in for the Multiple Jobs Worksheet step 4. We also enter this value into the W-4 step 4C. This represents the extra amount of withholding we want withheld from each weekly paycheck of the \$40,000/year job.

Note that step 2B is only filled out for the higher paying job, so on Bill's W-4, all of step 2 can be ignored, and step 4C will be left blank.

Figure 6 shows Katy's W-4, and Figure 6a shows Katy's Multiple Jobs Worksheet for her W-4. Figure 7 shows the simple W-4 for Bill's job.

Form W-4		Employee's Withholding Certificate		OMB No. 1545-0074
Department of the Treasury Internal Revenue Service		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.		2023
Step 1: Enter Personal Information	(a) First name and middle initial	Last name	(b) Social security number	
	Katy	Brown		
	Address		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.	
	1 Flower Street			
City or town, state, and ZIP code				
Columbus, Ohio 43213				
(c) <input type="checkbox"/> Single or Married filing separately				
<input checked="" type="checkbox"/> Married filing jointly or Qualifying surviving spouse				
<input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)				
Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, other details, and privacy.				
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 of these jobs. Do only one of the following. (a) Reserved for future use. (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; 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 generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate <input type="checkbox"/>			
TIP: If you have self-employment income, see page 2.				
Complete Steps 3-4(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 3-4(b) on the Form W-4 for the highest paying job.)				
Step 3: Claim Dependent and Other Credits	If your total 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 \$ _____ Add the amounts above for qualifying children and other dependents. You may add to this the amount of any other credits. Enter the total here		3	\$ _____
Step 4 (optional): Other Adjustments	(a) Other income (not from jobs). 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		4(a)	\$ _____
	(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here		4(b)	\$ _____
	(c) Extra withholding. Enter any additional tax you want withheld each pay period		4(c)	\$ 42

Figure 6: W-4 for Katy Brown's job

- Example 4: Kashmiri Dar's first W-2 job pays \$25,000/year and paychecks are weekly. Her second W-2 job pays \$15,000/year and paychecks are every 2 weeks. Her third W-2 job pays \$12,000/year and paychecks are monthly. She is single with no dependents. Here is how the "Multiple Jobs Worksheet" would be filled out on the W-4 for your \$25,000/year job:

- Multiple Jobs Worksheet step 1: This step is only used if you have 2 jobs, so does not apply.
- Multiple Jobs Worksheet step 2a: Using the "Single or Married Filing Separately" table on page 4 of the W-4, we find the intersection of the higher paying job salary (\$25,000) and the next highest paying job salary (\$15,000) to be \$1,750 (as shown below). That is the value we fill in for Multiple Jobs Worksheet step 2a

↓

Single or Married Filing Separately												
Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$310	\$890	\$1,020	\$1,020	\$1,020	\$1,860	\$1,870	\$1,870	\$1,870	\$1,870	\$2,030	\$2,040
\$10,000 - 19,999	890	1,630	1,750	1,750	2,600	3,600	3,600	3,600	3,600	3,760	3,960	3,970
\$20,000 - 29,999	1,020	1,750	1,880	2,720	3,720	4,720	4,730	4,730	4,890	5,090	5,290	5,300
\$30,000 - 39,999	1,020	1,750	2,720	3,720	4,720	5,720	5,730	5,890	6,090	6,290	6,490	6,500
\$40,000 - 59,999	1,710	3,450	4,570	5,570	6,570	7,700	7,910	8,110	8,310	8,510	8,710	8,720

- Multiple Jobs Worksheet step 2b: We add the wages from the two highest paying jobs to get \$40,000 (\$25,000 + \$15,000). We find the intersection of \$40,000 and the lowest paying job salary (\$12,000) to be \$3,450 (as shown below).
- We fill in that value for Multiple Jobs Worksheet step 2b

↓

Single or Married Filing Separately												
Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$310	\$890	\$1,020	\$1,020	\$1,020	\$1,860	\$1,870	\$1,870	\$1,870	\$1,870	\$2,030	\$2,040
\$10,000 - 19,999	890	1,630	1,750	1,750	2,600	3,600	3,600	3,600	3,600	3,760	3,960	3,970
\$20,000 - 29,999	1,020	1,750	1,880	2,720	3,720	4,720	4,730	4,730	4,890	5,090	5,290	5,300
\$30,000 - 39,999	1,020	1,750	2,720	3,720	4,720	5,720	5,730	5,890	6,090	6,290	6,490	6,500
\$40,000 - 59,999	1,710	3,450	4,570	5,570	6,570	7,700	7,910	8,110	8,310	8,510	8,710	8,720
\$60,000 - 79,999	1,870	3,600	4,730	5,860	7,060	8,260	8,460	8,660	8,860	9,060	9,260	9,280
\$80,000 - 99,999	1,870	3,730	5,060	6,260	7,460	8,660	8,860	9,060	9,260	9,460	10,430	11,240

- Multiple Jobs Worksheet step 2c: We add 2a and 2b to get \$1,750 + \$3,450 = \$5,200. That is the value we fill in for the Multiple Jobs Worksheet step 2c
- Multiple Jobs Worksheet step 3: The number of pay periods for the highest paying job is 52, which is the value we fill in for Multiple Jobs Worksheet step 3.
- Multiple Jobs Worksheet step 4: We divide \$5,200 by 52 and round it to the nearest dollar, which gives us \$100. That is the value we fill in for the Multiple Jobs Worksheet step 4. We also enter this value into the W-4 step 4C. This represents the extra amount of withholding we want withheld from each weekly paycheck of the \$25,000/year job

Figure 8 shows Kashmiri Dar's W-4 for her highest paying job, and Figure 8a shows the Multiple Jobs Worksheet for the W-4 of her highest paying job. Figures 9 and 10 show the simple W-4 for her second and third jobs.

Form W-4		Employee's Withholding Certificate		OMB No. 1545-0074
Department of the Treasury Internal Revenue Service		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.		2023
Step 1: Enter Personal Information	(a) First name and middle initial	Last name	(b) Social security number	
	Kashmiri		Dar	
	Address		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.	
	1 Gay Street			
City or town, state, and ZIP code				
Columbus, Ohio 43213				
(c) <input checked="" type="checkbox"/> Single or Married filing separately				
<input type="checkbox"/> Married filing jointly or Qualifying surviving spouse				
<input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)				
Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, other details, and privacy.				
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 of these jobs. Do only one of the following. (a) Reserved for future use. (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; 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 generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate <input type="checkbox"/> TIP: If you have self-employment income, see page 2.			
Complete Steps 3-4(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 3-4(b) on the Form W-4 for the highest paying job.)				
Step 3: Claim Dependent and Other Credits	If your total 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 \$ _____ Add the amounts above for qualifying children and other dependents. You may add to this the amount of any other credits. Enter the total here		3	\$ _____
Step 4 (optional): Other Adjustments	(a) Other income (not from jobs). 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		4(a)	\$ _____
	(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here		4(b)	\$ _____
	(c) Extra withholding. Enter any additional tax you want withheld each pay period		4(c)	\$ 100

Figure 8: W-4 for Kashmiri Dar's highest paying job

Step 2(b) – Multiple Jobs Worksheet (Keep for your records.)



If you choose the option in Step 2(b) on Form W-4, complete this worksheet (which calculates the total extra tax for all jobs) on **only ONE** Form W-4. Withholding will be most accurate if you complete the worksheet and enter the result on the Form W-4 for the highest paying job. To be accurate, submit a new Form W-4 for all other jobs if you have not updated your withholding since 2019.

Note: If more than one job has annual wages of more than \$120,000 or there are more than three jobs, see Pub. 505 for additional tables.

<p>1 Two jobs. If you have two jobs or you're married filing jointly and you and your spouse each have one job, find the amount from the appropriate table on page 4. Using the "Higher Paying Job" row and the "Lower Paying Job" column, find the value at the intersection of the two household salaries and enter that value on line 1. Then, skip to line 3</p>	<p>1 \$ <u> </u></p>
<p>2 Three jobs. If you and/or your spouse have three jobs at the same time, complete lines 2a, 2b, and 2c below. Otherwise, skip to line 3.</p> <p>a Find the amount from the appropriate table on page 4 using the annual wages from the highest paying job in the "Higher Paying Job" row and the annual wages for your next highest paying job in the "Lower Paying Job" column. Find the value at the intersection of the two household salaries and enter that value on line 2a</p>	<p>2a \$ <u> 1750</u></p>
<p>b Add the annual wages of the two highest paying jobs from line 2a together and use the total as the wages in the "Higher Paying Job" row and use the annual wages for your third job in the "Lower Paying Job" column to find the amount from the appropriate table on page 4 and enter this amount on line 2b</p>	<p>2b \$ <u> 3450</u></p>
<p>c Add the amounts from lines 2a and 2b and enter the result on line 2c</p>	<p>2c \$ <u> 5200</u></p>
<p>3 Enter the number of pay periods per year for the highest paying job. For example, if that job pays weekly, enter 52; if it pays every other week, enter 26; if it pays monthly, enter 12, etc.</p>	<p>3 <u> 52</u></p>
<p>4 Divide the annual amount on line 1 or line 2c by the number of pay periods on line 3. Enter this amount here and in Step 4(c) of Form W-4 for the highest paying job (along with any other additional amount you want withheld)</p>	<p>4 \$ <u> 100</u></p>

Figure 8a: Multiple Jobs Worksheet for Kashmiri Dar's highest paying job

<p>Form W-4</p> <p>Department of the Treasury Internal Revenue Service</p>	<p>Employee's Withholding Certificate</p> <p>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.</p>	<p>OMB No. 1545-0074</p> <p>2023</p>						
<p>Step 1: Enter Personal Information</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">(a) First name and middle initial <u>Kashmiri</u></td> <td style="width: 50%;">Last name <u>Dar</u></td> </tr> <tr> <td colspan="2">Address <u>1 Gay Street</u></td> </tr> <tr> <td colspan="2">City or town, state, and ZIP code <u>Columbus, Ohio 43213</u></td> </tr> </table> <p>(c) <input checked="" type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying surviving spouse <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)</p>	(a) First name and middle initial <u>Kashmiri</u>	Last name <u>Dar</u>	Address <u>1 Gay Street</u>		City or town, state, and ZIP code <u>Columbus, Ohio 43213</u>		<p>(b) Social security number</p> <p>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.</p>
(a) First name and middle initial <u>Kashmiri</u>	Last name <u>Dar</u>							
Address <u>1 Gay Street</u>								
City or town, state, and ZIP code <u>Columbus, Ohio 43213</u>								
<p>Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, other details, and privacy.</p>								
<p>Step 2: Multiple Jobs or Spouse Works</p>	<p>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 of these jobs.</p> <p>Do only one of the following.</p> <p>(a) Reserved for future use.</p> <p>(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; or</p> <p>(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 generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate <input type="checkbox"/></p> <p>TIP: If you have self-employment income, see page 2.</p>							
<p>Complete Steps 3–4(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 3–4(b) on the Form W-4 for the highest paying job.)</p>								

Figure 9: W-4 for Kashmiri Dar's second job

Form W-4	Employee's Withholding Certificate		OMB No. 1545-0074
Department of the Treasury Internal Revenue Service	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.		2023
Step 1: Enter Personal Information	(a) First name and middle initial Kashmiri	Last name Dar	(b) Social security number
	Address 1 Gay Street City or town, state, and ZIP code Columbus, Ohio 43213		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.
	(c) <input checked="" type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying surviving spouse <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		
Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, other details, and privacy.			
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 of these jobs. Do only one of the following. (a) Reserved for future use. (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; 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 generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate <input type="checkbox"/> TIP: If you have self-employment income, see page 2.		
Complete Steps 3-4(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 3-4(b) on the Form W-4 for the highest paying job.)			

Figure 10: W-4 for Kashmiri Dar's third job

Step 3 - Complete this step only if you have dependents.

Step 3: Claim Dependent and Other Credits	If your total 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	\$	
Add the amounts above for qualifying children and other dependents. You may add to this the amount of any other credits. Enter the total here			3 \$

A dependent will either be a "Qualifying Child" (a child who will be 16 years of age or younger on December 31 of the tax year), or any other dependent (anyone you claim as a dependent that is not a Qualifying Child). Note that if you are married, your spouse is not dependent.

If there are 2 or more jobs for you and your spouse, complete step 3 on only one W-4 (the W-4 for the job with the largest income).

Step 3 also allows you to add in dollar amounts from "other credits" (education, foreign tax, earned income, etc). In general, most people will not be able to make even a rough guess for these credits, so I recommend that you don't bother with any of these "other credits". The only downside is that if you are eligible for these other credits, and you don't account for them on the W-4, you will get a larger refund than expected (not a terrible thing).

Example 2 from earlier shows a completed W-4 where dependent information is included in Step 3.

Step 4 - This section is for "other adjustments".

Step 4 (optional): Other Adjustments	(a) Other income (not from jobs). 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	4(a)	\$	
	(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here	4(b)	\$	
	(c) Extra withholding. Enter any additional tax you want withheld each pay period	4(c)	\$	

If you filled in step 2B for multiple jobs, you will enter the results of step 2B into step 4C ("Extra Withholding"), as was shown in examples 3 and 4 earlier.

If you have self-employment income, see the next section for if/how to fill out steps 4A, 4B and 4C.

If you have other income that is not subject to withholding, add it to step 4A.

If you do not have self-employment or any other non-withholding income, I recommend skipping steps 4A and 4B (you can use the "Deductions Worksheet" on page 3 of the W-4 to estimate these values if you wish). Most people are unable to accurately estimate their other non-withholding income and deductions, so steps 4A and 4B are typically skipped.

A more complicated example is provided here to show a scenario where entries in Steps 4A and 4B would be needed.

Example 9: Joshua Ferris files as Head of Household. He has one W-2 job which pays \$35,000/year. He is paid every 2 weeks (so there are 26 pay periods in a year). Joshua has one dependent 10 year old child. Joshua estimates that he will be paying about \$1,500 in student loan interest. Joshua receives a pension which pays \$10,000/year and he does not have any tax withheld from the pension.

Figure 11 shows Joshua's W-4. Note that the \$10,000 pension income is accounted for in Step 4A, and the Student Loan Interest deduction is accounted for in Step 4B. Figure 11a shows the Deductions Worksheet for Joshua's W-4.

Step 4(b) – Deductions Worksheet <i>(Keep for your records.)</i>		
1	Enter an estimate of your 2023 itemized deductions (from Schedule A (Form 1040)). Such deductions may include qualifying home mortgage interest, charitable contributions, state and local taxes (up to \$10,000), and medical expenses in excess of 7.5% of your income	1 \$
2	Enter: $\left\{ \begin{array}{l} \bullet \$27,700 \text{ if you're married filing jointly or a qualifying surviving spouse} \\ \bullet \$20,800 \text{ if you're head of household} \\ \bullet \$13,850 \text{ if you're single or married filing separately} \end{array} \right\}$	2 \$ <u>20800</u>
3	If line 1 is greater than line 2, subtract line 2 from line 1 and enter the result here. If line 2 is greater than line 1, enter "-0-"	3 \$ <u>0</u>
4	Enter an estimate of your student loan interest, deductible IRA contributions, and certain other adjustments (from Part II of Schedule 1 (Form 1040)). See Pub. 505 for more information	4 \$ <u>1500</u>
5	Add lines 3 and 4. Enter the result here and in Step 4(b) of Form W-4	5 \$ <u>1500</u>

Figure 11a: Deductions Worksheet for Joshua Ferris's W-4

Form W-4	Employee's Withholding Certificate		OMB No. 1545-0074
Department of the Treasury Internal Revenue Service	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.		2023
Step 1: Enter Personal Information	(a) First name and middle initial Joshua	Last name Ferris	(b) Social security number
	Address 1 Booker Street		
	City or town, state, and ZIP code Columbus, Ohio 43213		
(c) <input checked="" type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying surviving spouse <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)			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.

Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, other details, and privacy.

Step 2: 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 of these jobs.

Multiple Jobs or Spouse Works Do only one of the following.

(a) Reserved for future use.

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; 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 generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate

TIP: If you have self-employment income, see page 2.

Complete Steps 3–4(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 3–4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependent and Other Credits	If your total 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 \$ <u>2000</u> Multiply the number of other dependents by \$500 \$ _____ Add the amounts above for qualifying children and other dependents. You may add to this the amount of any other credits. Enter the total here	3	\$ <u>2000</u>
Step 4 (optional): Other Adjustments	(a) Other income (not from jobs). 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	4(a)	\$ <u>10000</u>
	(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here	4(b)	\$ <u>1500</u>
	(c) Extra withholding. Enter any additional tax you want withheld each pay period	4(c)	\$ _____

Figure 11: W-4 for Joshua Ferris's job

What should I do if I have Self-Employment Income?

If you have self-employment income, there is no federal income tax or self-employment (Social Security and Medicare) tax being withheld from your pay (unlike an employee, where the employer will withhold these taxes). There are 2 ways to handle the taxes you will owe for self-employment income:

1. Preferably: Make quarterly estimated tax payments throughout the year. See the instructions for 1040-ES for details. Making estimated payments is the preferred approach for paying tax on self-employment income
2. Less preferable: Include your self-employment income, self-employment tax, and deduction for self-employment tax in steps 4A, 4B, and 4C (The downside of this approach is that there may not

be enough W-2 income to cover the income tax and self-employment tax).. This is done as follows:

a. Enter your self-employment income in step 4A

b. Calculate the value of your self-employment tax (14.13% of your self-employment income) and then divide that in half to get your self-employment tax deduction. Enter this value for step 4B (or add it to the existing value of step 4B if you have other deductions).

c. Calculate the amount of income to withhold from each paycheck to cover withholding for self-employment tax. This value is your self-employment tax (calculated in the previous step), divided by the number of pay periods per year. Add this to whatever value you already had in step 4C (from your multiple jobs calculation).

Yes, this can be very confusing. Here is an example for a single person with 2 W-2 jobs, and self-employment income.

- Example 10: This is like Example 3, but we will add in Self-Employment income. Lydia and Pablo Gomez file as Married Filing Jointly and have no dependents. Lydia's W-2 job pays \$40,000/per year, and paychecks are weekly. Pablo's W-2 job pays \$15,000/per year, and paychecks are every 2 weeks. Lydia also works as an Uber driver and estimates her Uber income will be around \$8,000. The "Multiple Jobs Worksheet" for the higher-paying job would be filled out the same as was shown earlier in Example 3, where we ended up entering \$42 in Step 4C. And as in Example 3, we skip the Multiple Jobs Worksheet for the lower-paying job. The next step is to account for the self-employment income as follows:
 - Enter the self-employment income of \$8,000 into step 4A.
 - Calculate your self-employment tax deduction by first calculating your self-employment tax (14.13% of \$8,000 = \$1,130) and then dividing that in half ($\$1,130/2 = \565). So we enter \$565 for Step 4B.
 - Take your self-employment tax (\$1,130 as per the previous step) and divide this by the number of pay periods for the higher-paying job. In this case, it is $\$1,130/52 = \22 . We had earlier entered \$42 in Step 4C, so we add \$22 to \$42 to get \$64, and this is the new value for Step 4C.

Using this information, the employer for the higher-paying jobs will withhold enough additional federal income tax to cover the expected self-employment tax.

Figure 12 shows Lydia's W-4. Figure 12a shows the Multiple Jobs Worksheet for Lydia's W-4. Figure 13 shows Pablo's simple W-4.

Employee's Withholding Certificate

Department of the Treasury
Internal Revenue Service

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.

2023

Step 1: Enter Personal Information	(a) First name and middle initial Lydia	Last name Gomez	(b) Social security number
	Address 1 Bowser Street		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 .
	City or town, state, and ZIP code Columbus, Ohio 43213		
	(c) <input type="checkbox"/> Single or Married filing separately <input checked="" type="checkbox"/> Married filing jointly or Qualifying surviving spouse <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, other details, and privacy.

Step 2: 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 of these jobs.

Multiple Jobs or Spouse Works

Do **only one** of the following.

- (a) Reserved for future use.
- (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; 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 generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate

TIP: If you have self-employment income, see page 2.

Complete Steps 3–4(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 3–4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependent and Other Credits	If your total 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 \$ <input style="width: 100px;" type="text"/> Multiply the number of other dependents by \$500 \$ <input style="width: 100px;" type="text"/> Add the amounts above for qualifying children and other dependents. You may add to this the amount of any other credits. Enter the total here	3	\$ <input style="width: 100px;" type="text"/>
Step 4 (optional): Other Adjustments	(a) Other income (not from jobs). 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	4(a)	\$ <input style="width: 100px; border-bottom: 1px solid black;" type="text" value="8000"/>
	(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here	4(b)	\$ <input style="width: 100px; border-bottom: 1px solid black;" type="text" value="565"/>
	(c) Extra withholding. Enter any additional tax you want withheld each pay period	4(c)	\$ <input style="width: 100px; border-bottom: 1px solid black;" type="text" value="64"/>

Figure 12: W-4 for Lydia Gomez's job

Step 2(b) – Multiple Jobs Worksheet (Keep for your records.)



If you choose the option in Step 2(b) on Form W-4, complete this worksheet (which calculates the total extra tax for all jobs) on only ONE Form W-4. Withholding will be most accurate if you complete the worksheet and enter the result on the Form W-4 for the highest paying job. To be accurate, submit a new Form W-4 for all other jobs if you have not updated your withholding since 2019.

Note: If more than one job has annual wages of more than \$120,000 or there are more than three jobs, see Pub. 505 for additional tables.

- 1 **Two jobs.** If you have two jobs or you're married filing jointly and you and your spouse each have one job, find the amount from the appropriate table on page 4. Using the "Higher Paying Job" row and the "Lower Paying Job" column, find the value at the intersection of the two household salaries and enter that value on line 1. Then, skip to line 3 1 \$ 2200
- 2 **Three jobs.** If you and/or your spouse have three jobs at the same time, complete lines 2a, 2b, and 2c below. Otherwise, skip to line 3.
 - a Find the amount from the appropriate table on page 4 using the annual wages from the highest paying job in the "Higher Paying Job" row and the annual wages for your next highest paying job in the "Lower Paying Job" column. Find the value at the intersection of the two household salaries and enter that value on line 2a 2a \$
 - b Add the annual wages of the two highest paying jobs from line 2a together and use the total as the wages in the "Higher Paying Job" row and use the annual wages for your third job in the "Lower Paying Job" column to find the amount from the appropriate table on page 4 and enter this amount on line 2b 2b \$
 - c Add the amounts from lines 2a and 2b and enter the result on line 2c 2c \$
- 3 Enter the number of pay periods per year for the highest paying job. For example, if that job pays weekly, enter 52; if it pays every other week, enter 26; if it pays monthly, enter 12, etc. 3 52
- 4 **Divide** the annual amount on line 1 or line 2c by the number of pay periods on line 3. Enter this amount here and in Step 4(c) of Form W-4 for the highest paying job (along with any other additional amount you want withheld) 4 \$ 42

Figure 12a: Multiple Jobs Worksheet for Lydia Gomez's W-4 job

Form **W-4**

Employee's Withholding Certificate

OMB No. 1545-0074

Department of the Treasury
Internal Revenue Service

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.

2023

Step 1: Enter Personal Information	(a) First name and middle initial Pablo	Last name Gomez	(b) Social security number
	Address 1 Bowser Street		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 .
	City or town, state, and ZIP code Columbus, Ohio 43213		
	(c) <input type="checkbox"/> Single or Married filing separately <input checked="" type="checkbox"/> Married filing jointly or Qualifying surviving spouse <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, other details, and privacy.

**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 of these jobs. Do **only one** of the following.

(a) Reserved for future use.

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; **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 generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate

TIP: If you have self-employment income, see page 2.

Complete Steps 3-4(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 3-4(b) on the Form W-4 for the highest paying job.)

Figure 13: W-4 for Pablo Gomez's job

Step 5 - Simply sign and date the W-4.

Step 5: Sign Here	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.		
	Employee's signature (This form is not valid unless you sign it.)		Date
Employers Only	Employer's name and address	First date of employment	Employer identification number (EIN)

Is there a W-4 equivalent for Oregon income tax withholding?

Yes, Oregon imposes a state level income tax which is separate from the Federal Income tax imposed by the US federal government. Oregon has a form called the OR W-4 which helps your employer determine withholding for the state of Oregon income tax. It is available on-line. It is much simpler than the federal W-4. Most people do not need to file a separate form for Oregon, as the federal instructions normally do an adequate withholding for Oregon. However, if you are owing or getting very high refunds it may be advisable to fill this out at the same time as the federal W-4.

