

Additional instructions for completing section E of the Employee Action Request form
Refer to the [W-4](#) form from the IRS.

Federal Withholding:

Select your marital status

E

L FEDERAL WITHHOLDING – If no tax should be

01 **NONRESIDENT ALIEN**
(See reverse, employee copy)

02 **MARITAL STATUS FOR TAX PURPOSES ONLY**

SINGLE

MARRIED

HEAD OF HOUSEHOLD

Higher Withholding: Select YES 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.

04 **HIGHER WITHHOLDING**
(Must be Y or N. See reverse)

***The information below will help you to accurately report if you should claim the higher withholding. This information is taken from the IRS website <https://www.irs.gov/pub/irs-pdf/fw4.pdf> ***

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) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3–4); or

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; 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 accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld

TIP: To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Claiming Dependents (Must be in dollar amount): Use step 3 of the W-4 form to calculate the dollar amount to claim dependents. Enter the total on the Claiming Dependents section.

05 **CLAIM DEPENDENTS**
AMOUNT MUST BE A WHOLE NUMBER

Step 3:
Claim Dependents

If your 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 ► \$ 2000.00

Multiply the number of other dependents by \$500 ► \$

Add the amounts above and enter the total here **3** \$ 2000.00

Use step 4 if the W-4 form to calculate the dollar amount for Other Income and Deductions. Enter 00.00 if not applicable.

06 **OTHER INCOME**
NOT FROM JOBS

07 **DEDUCTIONS**

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 type="text"/>
	(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 type="text"/>

State Allowances:

Select the marital status for state withholding

II. STATE ALLOWANCES - If no tax should be w
08 MARITAL STATUS FOR TAX PURPOSES ONLY

SINGLE OR MARRIED
(WITH TWO OR MORE INCOMES)

MARRIED
(ONE INCOME)

HEAD OF HOUSEHOLD

Enter the total number of dependents you want to claim for tax purposes under Regular Allowance(s).
Enter additional dependents under Additional Allowance(s).

09 **REGULAR ALLOWANCE(S)**
Total you are claiming

10 **ADDITIONAL ALLOWANCE(S)**
Total you are claiming