



Filling out your Federal W-4 Withholding Form

With tax season just ending, now is a good time to review your withholding. By filling out a Form W-4, you are able to change the amount of tax withheld from your paycheck. So based on whether you had to pay this year or if you received a large refund, you'll want to make adjustments. Here is how:

1. You can download Form W-4 from the IRS website.
2. The form requires you to provide your name, address, and social security number.
3. Check the marital status box as married or single.
4. Calculate withholding allowances. (Usually this is the same as the number of personal exemptions you claim on your tax return.)
5. The IRS also provides a Withholding Calculator to help you determine your withholding allowance more accurately.
6. If your spouse works, if you have a second job, or if you itemize your deductions, use the worksheet on Form W-4 page 2.
7. Print, sign, and date the form.
8. Give the W-4 to your employer. They will fill out lines 8, 9, and 10.

It's important to review your withholdings every year to make sure you aren't getting a huge refund or especially so you don't owe.

The above is not intended to be tax advice, was not written by a tax professional and is informational only. Please consult a tax advisor for your specific situation.

