



GTM PAYROLL SERVICES

HOW TO COMPLETE FORM W-4



[GTM.COM/HOUSEHOLD](https://gtm.com/household) | (800) 929-9213

HOW TO COMPLETE FORM W-4

Use Form W-4 to determine how much income tax should be withheld from each paycheck.

Step 1

Enter your personal info: name, address, Social Security Number, and filing status

Form W-4 (Rev. December 2020) 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.		2021
		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	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 .
	Address			
	City or town, state, and ZIP code			
	(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying widow(er) <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.)			

Step 2

Only go to Step 2, if you have more than one job or you file jointly and your spouse works.

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, when to use the estimator at www.irs.gov/W4App, 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) 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 <input type="checkbox"/> TIP: To be accurate, submit a 2021 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.
--	---

Completing Step 2: If you are single and have multiple jobs, or you are married and file jointly and both work, you will normally have a Form W-4 for each job. For Form W-4 of the **highest paying job**, fill out steps 2 to 4(b). **Skip those steps** on Form W-4s for all other jobs. **If you are married and filing jointly**, and you each have one job that pays about the same amount, check box 2(c). Both you and your spouse will need to do that on each of your Form W-4. **If you do not want to show your employer that you have a second job**, or that you have income outside of work, on line 4(c), you can enter any extra amount of tax to be withheld from your paycheck. Or do not consider your extra income on Form W-4 and, instead, send estimated quarterly tax payments to the IRS using Form 1040-ES.

Step 3

If your total income is less than \$200,000 (or \$400,000 filing jointly), claim your dependents and children under 17.

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:	If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):		
Claim Dependents	Multiply the number of qualifying children under age 17 by \$2,000 ▶	\$	
	Multiply the number of other dependents by \$500 ▶	\$	
	Add the amounts above and enter the total here		3 \$

Completing Step 3: Only complete step 3 for the **highest paying job** held by you or your spouse (if married and filing jointly). Leave step 3 blank for all other jobs.

Step 4 (optional)

Make other adjustments to account for income that does not come from jobs, any other extra withholding, or if you do not plan to take the standard deduction (not common).

Step 4 (optional):	(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)	\$	
Other Adjustments	(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)	\$	

Completing Step 4: If you have self-employment income (like a side job), you can have extra money taken out of your paycheck to cover those taxes. Just indicate the amount in box 4(c).

Step 5

Sign and date and provide to your employer.

Step 5:	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.		
Sign Here	▶ _____ ▶ 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)

ADDITIONAL INFORMATION AND RESOURCES

Nanny Tax Calculator

Use GTM's Nanny Tax Calculator (bit.ly/gtmcalculator) to calculate your total withholdings and tax responsibility, determine your take-home (or net) pay, and convert a salary to an hourly rate of pay.

Tax Withholding Estimator

Consider using the IRS tax withholding estimator at irs.gov/W4App if you:

- Expect to work only part of the year;
- Have dividend or capital gain income, or are subject to additional taxes, such as Additional Medicare Tax;
- Have self-employment income; or
- Prefer the most accurate withholding for multiple job situations.

Claiming Dependents

To qualify for the child tax credit, your child must be under age 17 as of December 31, must be your dependent who generally lives with you for more than half the year, and must have a Social Security Number.

You may be able to claim a credit for other dependents for whom a child tax credit can't be claimed, such as an older child or a qualifying relative. For additional eligibility requirements for these credits, see Pub. 972, Child Tax Credit and Credit for Other Dependents.

Multiple Jobs Worksheet

If you choose the option in Step 2(b), complete the Multiple Jobs Worksheet (page 3 of irs.gov/pub/irs-pdf/fw4.pdf). This calculates the total extra tax for all jobs. Only complete the worksheet for Form W-4 of the highest paying job.



GTM Payroll Services

Phone

(800) 929-9213

Email

CustomerService@GTM.com

Web

GTM.com/Household

Headquarters

9 Executive Park Drive
Clifton Park, NY 12065

*Better advice, better service,
better value for an easier life!™*

GTM[®]

PAYROLL & HR

