



WILLIAM & MARY

CHARTERED 1693

PAYROLL OFFICE

Changes to the 2020 Form W-4

To: Faculty and Staff – William & Mary and VIMS
CC: Human Resources
From: Payroll Office
Date: December 13, 2019
Re: 2020 Form W-4

The 2020 Form W-4, *Employee's Withholding Certificate*, is very different from previous versions. This is due to the federal tax law changes that took place in 2018. The Internal Revenue Service (IRS) is **not** requiring all employees to complete the revised form and has designed the withholding tables so that they will work with both the new and prior year forms. However, certain employees will be required to use the new form: those hired in 2020 and anyone who makes withholding changes during 2020.

Even though the IRS does not require all employees to complete the revised form, and even if your tax situation has not changed, we recommend you perform a "paycheck checkup" to see if you need to adjust your current withholding. To conduct the checkup, you can use the IRS's [Tax Withholding Estimator](#). To effectively use the estimator, it is helpful to have a copy of your most recent pay stub and tax return. It is expected that the estimator will be updated to account for the 2020 tax tables in early January.

Before completing the 2020 Form W-4, please read the instructions that are included with the form. You must complete Steps 1 and 5. Steps 2, 3, and 4 are optional, but completing them will help ensure that your federal income tax withholding will more accurately match your tax liability.

- Step 1 is for your personal information;
- Step 2 is for households with multiple jobs;
- Step 3 is used to claim tax credits for dependents;
- Step 4 is for other adjustments (additional income such as interest and dividends, itemized deductions that exceed the standard deduction, and extra tax you want withheld);
- Step 5 is where you sign the form.

If you have multiple jobs, (or are filing a joint return and your spouse also works) and do not wish to complete the multiple jobs worksheet, you can check the box in Step 2(c) or enter an additional withholding amount in Step 4(c).

If you receive other income (interest, dividends, etc.) and do not wish to record it in Step 4(a), you may use the IRS [Tax Withholding Estimator](#) to determine the additional withholding amount to enter in Step 4(c).

The IRS has also published [Frequently Asked Questions](#) that you may find helpful as you complete the form.

Please note: If you do not submit a new form, withholding will continue based on your previously submitted form.

If you have any questions about how you should be completing the form after reviewing the IRS instructions, please contact a tax professional; Payroll staff are not tax experts and are not able to provide advice on tax matters.