



Introduction

This job aid provides the steps necessary to complete your Federal Form W-4 withholding so the Payroll Department can calculate the correct amount of tax to withhold from your pay. Federal income tax is withheld from your wages based on the information on this form. You can file a new Form W-4 anytime your tax situation changes.

Whether you are entitled to claim a certain number of dependents or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

To ensure your tax information is correct, please review your paychecks periodically for accuracy. If you have questions or need assistance with determining if adjustments are needed on your W-4 form, please consult a tax professional.

Instructions

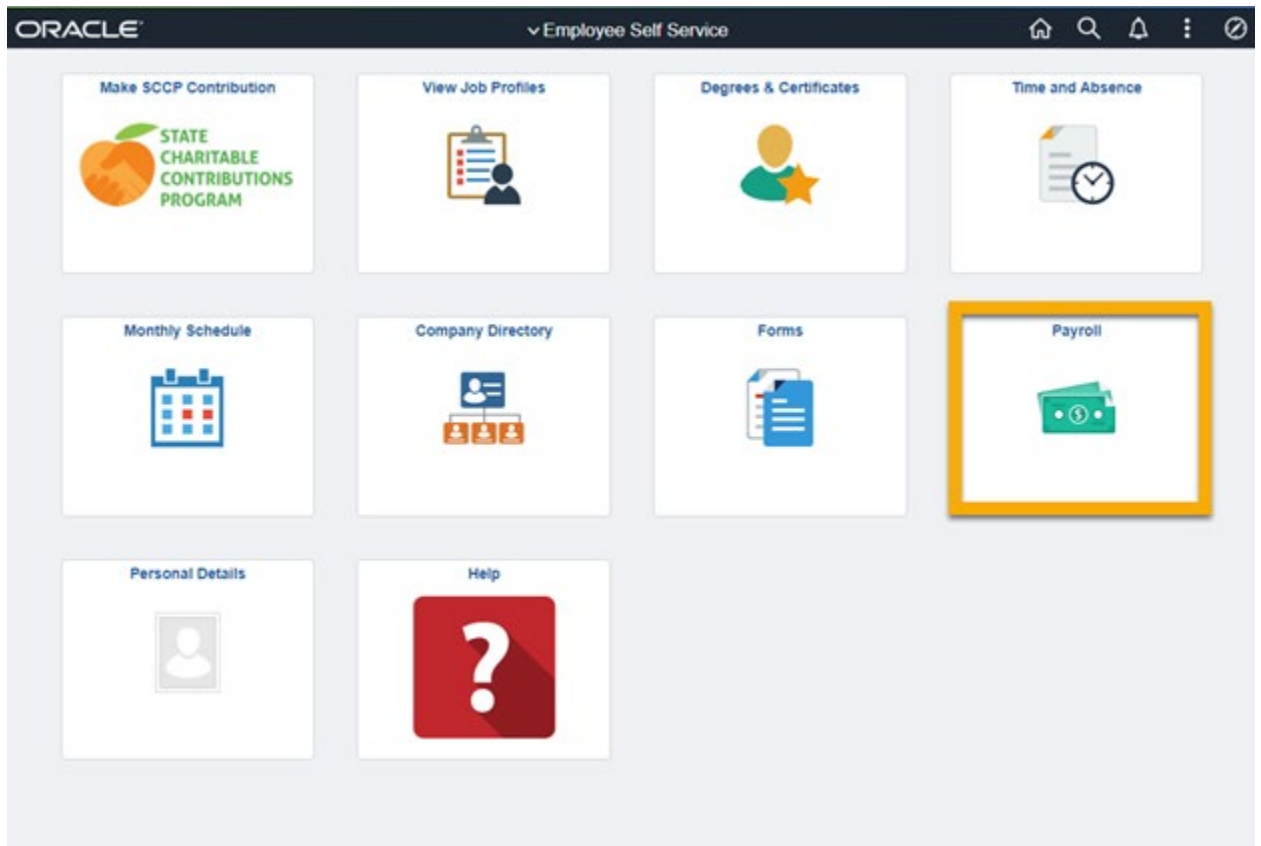
1. Log in to **OneUSG Connect**.

Navigation:

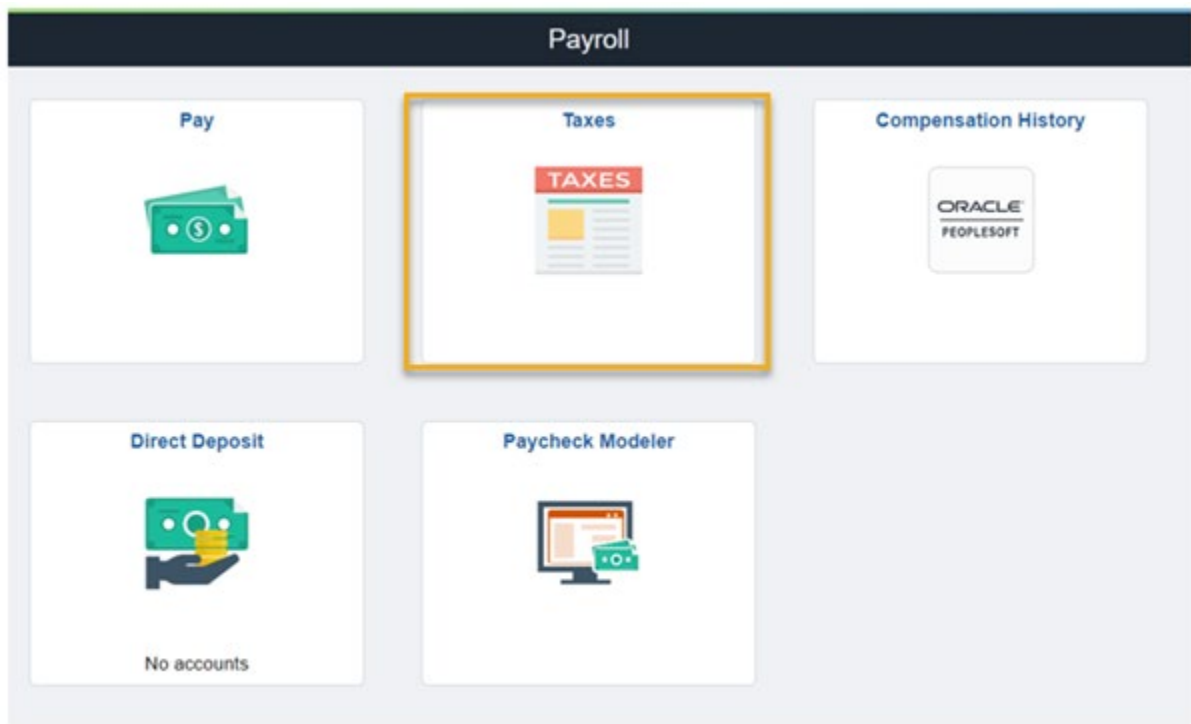
Employee Self Service > Payroll > Taxes > W-4 Tax Information

2. Click the **Payroll** tile.

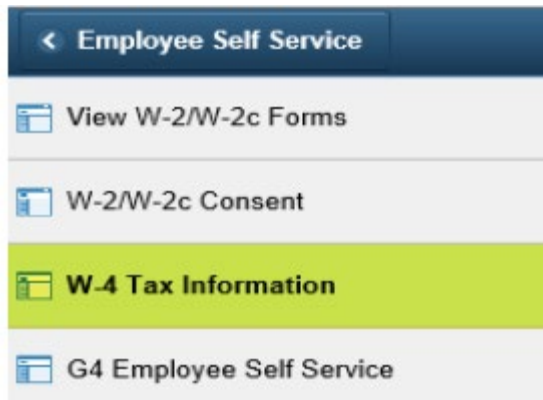
Note: **Employee Self Service** tile options may vary depending on your employee type.



3. Select the **Taxes** tile.



4. Select **W-4 Tax Information**.



5. Personal Information.

- a. **Personal Information:** Confirm that your name matches the name on your social security card.
- b. **Address:** Confirm your address.



- c. **Filing Status:** Select “Single”, “Married”, or “Head of Household.”

Step 1: Personal Information

a 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.

b Address

c Filing Status

Single or Married filing separately

Married filing jointly (or Qualifying widow(er))

Head of Household (Check only if you are unmarried and pay more than half the cost of keeping up a home for yourself and a qualifying individual).

Complete Steps 2 through 4 ONLY if they apply to you. To see if you are exempt from withholding or you have concerns about your privacy, see instructions for Form W-4 on the IRS website.

6. Multiple Jobs or Spouse Works.

Check here if you hold more than one job at a time or are married filing jointly and your spouse also works

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 these jobs.

[Hide Instructions](#)

Do only one of the following.

(a) Use the estimator at www.irs.gov/W4App for most accurate withholding; or

(b) Use the Multiple Jobs Worksheet 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.

CAUTION: If you have privacy concerns, choose (a) or (b). If you and/or your spouse have income from self-employment, including as an independent contractor, choose (a).

Multiple Jobs or Spouse Works

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



- 7. Claim Dependents.
Complete this section if claiming dependents.

To qualify for the child tax credit, the child must be under the age of 17 as of December 31, must be your dependent who generally lives with you for more than half the year, and must have the required social security number.

Step 3: Claim Dependents

[View Instructions](#)

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

Multiply the number of other dependents by \$500

Other tax credits

Total

- 8. Other Adjustments.
Complete this section if you have other adjustments:

- a. **Other income:** If you want tax withheld for other income you expect this year that will not have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income. You should not include income from any jobs.
- b. **Deductions:** If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet and enter the result here.
- c. **Extra Withholding:** Enter any additional tax you want withheld each pay period.

Step 4: Other Adjustments

[View Instructions](#)

a (a) Other Income

b (b) Deductions

c (c) Extra Withholding

- 9. Claim Exemption from Withholding.



- a. **Claim Exemption:** Enter the appropriate year in which you are claiming the exemption.
- b. Read the eligibility requirements and **Check this box** if you meet both conditions to claim exempt status.
- c. Read the acknowledgement statement and click the **Submit** button.

Claim Exemption from Withholding

a I claim exemption from withholding for the year and I certify that I meet BOTH of the following conditions for exemption from withholding:

b

- Last year I owed no federal income tax.
- This year I expect to owe no federal income tax.

Check this box if you meet both conditions to claim exemption from tax withholding

c Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.