



# Income Tax Withholding Assistant For Employers

Pay frequency:

Employee's taxable wage or salary amount this paycheck:

Which version of Form W-4 did the employee use?

**Please enter the W-4 information in the fields below.**

## Information from the employee's most recent Form W-4 if used 2020 or later version

**Step 1.** c. Filing status:

**Step 2.** Did the employee check the box in (c)?

**Step 3.** Total amount on line 3

**Step 4. Other adjustments**

a. Other income amount:

b. Deductions amount:

c. Extra withholding amount:

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**(For use with both 2020 and earlier Forms W-4)**

**RESULT**

**Amount of Federal income tax to withhold from this paycheck:**  **\$0**

*Withhold no federal income tax if on the Form W-4 the employee claimed to be exempt from withholding.*

**Information from the employee's most recent Form W-4 if used a 2019 or earlier version**

Filing status:

Number of withholding allowances:

Additional amount to withhold:

As of 1/1/2020, the Tax Assistant implements the 2020 IRS Publication 15-T, *Federal Income Tax Withholding Methods*. Enter the three items requested in the upper left corner, then fill in the relevant information from the employee's Form W-4. The amount of Federal income tax to withhold from this paycheck is provided in the upper right corner. **You must save a separate copy of this calculator for each employee** (to avoid having to enter the W-4 information each pay period).