

Updating IRS Form W-4 Through Your Employee Self-Service (ESS) Portal

What is IRS Form W-4?

Form W-4, also known as the Employee's Withholding Certificate, is an IRS form that employees use to help their employer determine how much Federal Income Tax to withhold from each paycheck.

Effective January 1st, 2020, the IRS released a new format of the Form W-4, no longer allowing employees to claim allowances. The various tax changes of the 2017 Tax Cuts and Jobs Act ultimately prompted the IRS to redesign the form.

Completing IRS Form W-4

To login to the Employee Self-Service Portal, go to <https://pea-ep.prismhr.com>

You may also use the PrestigeGO mobile app on your iPhone or Android.

Step 1

1. From your ESS Dashboard, click **Taxes**
2. Under Taxes, click **Tax Withholding**

Your current Federal and State (if applicable) tax information will appear

3. Click **Update Forms** to change your current withholding

The screenshot shows the 'Tax Withholding' page. On the left is a navigation menu with 'Taxes' expanded and 'Tax Withholding' selected. The main content area is titled 'Tax Withholding' and includes a red 'Update Forms' button in the top right corner, labeled with a red '3'. Below the title, there are sections for 'Federal Tax' and 'NY State Tax - Resident'. The 'Federal Tax' section shows 'Additional Withholding (per paycheck)' as \$200.00 and 'Allowance' as 0. The 'NY State Tax - Resident' section shows 'Filing Status' as 'Married'. Below this is the 'NJ State Tax - Work' section, which shows 'Filing Status' as 'Married/CUC joint'. A red box labeled '1' highlights the 'Filing Status' field in the Federal Tax section, and a red box labeled '2' highlights the 'Filing Status' field in the NJ State Tax - Work section.

Step 2

1. Click **Start** to enter the Employee Withholding Resource Center

The screenshot shows the 'Employee Withholding Resource Center' page. The page has a header with 'Home' and 'Tax Withholding'. The main content area is titled 'Employee Withholding Resource Center' and includes a sub-header: 'The assistant can guide you to the correct forms. You can also choose which forms you would like to fill out if you're certain.' Below this is a blue 'Start' button with a right arrow, which is highlighted with a red box.

Step 3

1. Select which sections you would like to complete
2. Click Continue

The screenshot shows the section selection page. The page has a header with 'Home' and 'Tax Withholding'. The main content area is titled 'Please select which sections you would like to complete:'. Below this is a note: 'Note: Opting out of jurisdictions, to which you may be liable, may result in not enough taxes from being withheld or your employer to withhold at a higher rate'. There are two sections: 'Federal' and 'New York Resident'. The 'Federal' section has two radio buttons: 'I wish to complete forms for this jurisdiction. Please help determine which withholding forms apply to me' (selected) and 'I wish to NOT complete forms for this jurisdiction at this time'. The 'New York Resident' section has two radio buttons: 'I wish to complete forms for this jurisdiction. Please help determine which withholding forms apply to me' (selected) and 'I wish to NOT complete forms for this jurisdiction at this time'. A red box labeled '1' highlights the 'Federal' section, and a red box labeled '2' highlights the 'Continue' button at the bottom right.

Step 4

1. Complete the Survey
2. Click **Next** to continue

Home | Home | Tax Withholding

Federal — Survey

Check my progress

Survey

Select one

- ☐ Foreign Earned Income Exclusion - I expect to qualify for the foreign earned income exclusion under either the bona fide residence or physical presence test for calendar year or other tax year
- ☐ Nonresident Alien - I am exempt from withholding on compensation for independent (or eligible dependent) personal services of a Nonresident Alien Individual, see instructions for Form 8233
- ☐ Quiero continuar en Español
- ☐ I want to continue in English

Back Next

Step 5

1. To begin the tax form, click **Start**

Home | Home | Tax Withholding

Federal — Summary

Check my progress

Summary

Based on answers you provided, we have determined the following Federal withholding form(s) may apply to you.

| Locality | Name | Title | Status |
|----------|------|------------------------------------|---------------|
| FEDERAL | W-4 | Employee's Withholding Certificate | Not completed |

Back

Step 6

1. Complete the Nonresident Alien survey
2. Click **Next**

Home | Home | Tax Withholding

Federal — Employee's Withholding Certificate — W-4

Wizard Form and Instructions

Check my progress

Nonresident Alien

Are you a nonresident alien?

- ☐ Yes
- ☐ No

Selecting Yes will result in selecting a marital status of Single or Married filing separately regardless of actual marital status. See Notice 1350 for more details.
 Note: Nonresident aliens may be exempt from wage withholding on part or all of their compensation for dependent personal services under an income tax treaty. If you are claiming a tax treaty withholding exemption, do not complete Form W-4. Instead, complete Form 8233, Exemption from Withholding on Compensation for Independent (and Certain Dependent) Personal Services of a Nonresident Alien Individual, and attach it to each withholding agent from whom amounts will be received.

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Step 7

1. Determine if you are exempt or not exempt from withholding

Please note: If you are exempt, skip to Step 12 where you can review and submit the form

2. Click **Next**

Step 8

1. Select a filing status

2. Click **Next**

Step 9

1. Based on the criteria, select one of the three options

Please note: Option 1 has a couple of steps that need to be completed before proceeding to the next part of the document

2. Click **Next**

Home | Tax Withholding

Federal - Employee's Withholding Certificate - W-4

Wizard | Form and Instructions

Check my progress

Nonresident Alien

Exemption

Filing Status

Step 2 Survey

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.

Select one

☐ I want to use the worksheet to calculate roughly accurate withholding

☐ There are only two jobs total. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld

☐ None of the above

Back Next

Option 1 - I want to use the worksheet to calculate roughly accurate withholding

1. Select two (2) or three (3) jobs

2. Click **Next**

Home | Tax Withholding

Federal - Employee's Withholding Certificate - W-4

Wizard | Form and Instructions

Check my progress

Nonresident Alien

Exemption

Filing Status

Step 2 Survey

Multiple Jobs Worksheet Survey - Step 2b

Multiple jobs worksheet, select one

☐ Two (2) jobs

☐ Three (3) jobs

Back Next

Option 1 (continued)

1. Use the worksheet to compute an estimate withholding
2. For two (2) jobs, enter the information in boxes 1 and 3; box 4 will auto-calculate for you
3. Click **Next**

Home **Tax Withholding**

Check my progress

Nonresident Alien

Exemption

Filing Status

Step 2 Survey

Multiple Jobs Worksheet Survey - Step 2b

Step 2b

If you choose the option in Step 2(b) on Form W-4, complete this worksheet (which calculates the total extra tax for all jobs) on only ONE Form W-4. Withholding will be most accurate if you complete the worksheet and enter the result on the Form W-4 for the highest paying job.

If more than one job has annual wages of more than \$120,000 or there are more than three jobs, see Publication 505.

Page 4 Taxable Wage and Salary Tables

Single or Married Filing Separately

| Higher Paying Job Annual Taxable Wage & Salary | Lower Paying Job Annual Taxable Wage & Salary | \$0 - | \$10,000 - | \$20,000 - | \$30,000 - | \$40,000 - | \$50,000 - | \$60,000 - | \$70,000 - | \$80,000 - | \$90,000 - | \$100,000 - | \$110,000 - | \$120,000 - |
|--|---|----------|------------|------------|------------|------------|------------|------------|------------|------------|------------|-------------|-------------|-------------|
| \$0 - | \$0 - | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| \$10,000 - | \$0 - | \$400 | \$800 | \$1,200 | \$1,600 | \$2,000 | \$2,400 | \$2,800 | \$3,200 | \$3,600 | \$4,000 | \$4,400 | \$4,800 | \$5,200 |
| \$20,000 - | \$0 - | \$800 | \$1,600 | \$2,400 | \$3,200 | \$4,000 | \$4,800 | \$5,600 | \$6,400 | \$7,200 | \$8,000 | \$8,800 | \$9,600 | \$10,400 |
| \$30,000 - | \$0 - | \$1,200 | \$2,400 | \$3,600 | \$4,800 | \$6,000 | \$7,200 | \$8,400 | \$9,600 | \$10,800 | \$12,000 | \$13,200 | \$14,400 | \$15,600 |
| \$40,000 - | \$0 - | \$1,600 | \$3,200 | \$4,800 | \$6,400 | \$8,000 | \$9,600 | \$11,200 | \$12,800 | \$14,400 | \$16,000 | \$17,600 | \$19,200 | \$20,800 |
| \$50,000 - | \$0 - | \$2,000 | \$4,000 | \$6,000 | \$8,000 | \$10,000 | \$12,000 | \$14,000 | \$16,000 | \$18,000 | \$20,000 | \$22,000 | \$24,000 | \$26,000 |
| \$60,000 - | \$0 - | \$2,400 | \$4,800 | \$7,200 | \$9,600 | \$12,000 | \$14,400 | \$16,800 | \$19,200 | \$21,600 | \$24,000 | \$26,400 | \$28,800 | \$31,200 |
| \$70,000 - | \$0 - | \$2,800 | \$5,600 | \$8,400 | \$11,200 | \$14,000 | \$16,800 | \$19,600 | \$22,400 | \$25,200 | \$28,000 | \$30,800 | \$33,600 | \$36,400 |
| \$80,000 - | \$0 - | \$3,200 | \$6,400 | \$9,600 | \$12,800 | \$16,000 | \$19,200 | \$22,400 | \$25,600 | \$28,800 | \$32,000 | \$35,200 | \$38,400 | \$41,600 |
| \$90,000 - | \$0 - | \$3,600 | \$7,200 | \$10,800 | \$14,400 | \$18,000 | \$21,600 | \$25,200 | \$28,800 | \$32,400 | \$36,000 | \$39,600 | \$43,200 | \$46,800 |
| \$100,000 - | \$0 - | \$4,000 | \$8,000 | \$12,000 | \$16,000 | \$20,000 | \$24,000 | \$28,000 | \$32,000 | \$36,000 | \$40,000 | \$44,000 | \$48,000 | \$52,000 |
| \$110,000 - | \$0 - | \$4,400 | \$8,800 | \$13,200 | \$17,600 | \$22,000 | \$26,400 | \$30,800 | \$35,200 | \$39,600 | \$44,000 | \$48,400 | \$52,800 | \$57,200 |
| \$120,000 - | \$0 - | \$4,800 | \$9,600 | \$14,400 | \$19,200 | \$24,000 | \$28,800 | \$33,600 | \$38,400 | \$43,200 | \$48,000 | \$52,800 | \$57,600 | \$62,400 |
| \$130,000 - | \$0 - | \$5,200 | \$10,400 | \$15,600 | \$20,800 | \$26,000 | \$31,200 | \$36,400 | \$41,600 | \$46,800 | \$52,000 | \$57,200 | \$62,400 | \$67,600 |
| \$140,000 - | \$0 - | \$5,600 | \$11,200 | \$16,800 | \$22,400 | \$28,000 | \$33,600 | \$39,200 | \$44,800 | \$50,400 | \$56,000 | \$61,600 | \$67,200 | \$72,800 |
| \$150,000 - | \$0 - | \$6,000 | \$12,000 | \$18,000 | \$24,000 | \$30,000 | \$36,000 | \$42,000 | \$48,000 | \$54,000 | \$60,000 | \$66,000 | \$72,000 | \$78,000 |
| \$160,000 - | \$0 - | \$6,400 | \$12,800 | \$19,200 | \$25,600 | \$32,000 | \$38,400 | \$44,800 | \$51,200 | \$57,600 | \$64,000 | \$70,400 | \$76,800 | \$83,200 |
| \$170,000 - | \$0 - | \$6,800 | \$13,600 | \$20,800 | \$27,200 | \$33,600 | \$40,000 | \$46,400 | \$52,800 | \$59,200 | \$65,600 | \$72,000 | \$78,400 | \$84,800 |
| \$180,000 - | \$0 - | \$7,200 | \$14,400 | \$22,400 | \$29,600 | \$36,000 | \$42,400 | \$48,800 | \$55,200 | \$61,600 | \$68,000 | \$74,400 | \$80,800 | \$87,200 |
| \$190,000 - | \$0 - | \$7,600 | \$15,200 | \$24,000 | \$31,200 | \$37,600 | \$44,000 | \$50,400 | \$56,800 | \$63,200 | \$69,600 | \$76,000 | \$82,400 | \$88,800 |
| \$200,000 - | \$0 - | \$8,000 | \$16,000 | \$25,600 | \$32,000 | \$38,400 | \$44,800 | \$51,200 | \$57,600 | \$64,000 | \$70,400 | \$76,800 | \$83,200 | \$89,600 |
| \$210,000 - | \$0 - | \$8,400 | \$16,800 | \$27,200 | \$33,600 | \$40,000 | \$46,400 | \$52,800 | \$59,200 | \$65,600 | \$72,000 | \$78,400 | \$84,800 | \$91,200 |
| \$220,000 - | \$0 - | \$8,800 | \$17,600 | \$28,800 | \$35,200 | \$41,600 | \$48,000 | \$54,400 | \$60,800 | \$67,200 | \$73,600 | \$80,000 | \$86,400 | \$92,800 |
| \$230,000 - | \$0 - | \$9,200 | \$18,400 | \$30,400 | \$36,800 | \$43,200 | \$49,600 | \$56,000 | \$62,400 | \$68,800 | \$75,200 | \$81,600 | \$88,000 | \$94,400 |
| \$240,000 - | \$0 - | \$9,600 | \$19,200 | \$32,000 | \$38,400 | \$44,800 | \$51,200 | \$57,600 | \$64,000 | \$70,400 | \$76,800 | \$83,200 | \$89,600 | \$96,000 |
| \$250,000 - | \$0 - | \$10,000 | \$20,000 | \$33,600 | \$40,000 | \$46,400 | \$52,800 | \$59,200 | \$65,600 | \$72,000 | \$78,400 | \$84,800 | \$91,200 | \$97,600 |
| \$260,000 - | \$0 - | \$10,400 | \$20,800 | \$35,200 | \$41,600 | \$48,000 | \$54,400 | \$60,800 | \$67,200 | \$73,600 | \$80,000 | \$86,400 | \$92,800 | \$99,200 |
| \$270,000 - | \$0 - | \$10,800 | \$21,600 | \$36,800 | \$43,200 | \$49,600 | \$56,000 | \$62,400 | \$68,800 | \$75,200 | \$81,600 | \$88,000 | \$94,400 | \$100,800 |
| \$280,000 - | \$0 - | \$11,200 | \$22,400 | \$38,400 | \$44,800 | \$51,200 | \$57,600 | \$64,000 | \$70,400 | \$76,800 | \$83,200 | \$89,600 | \$96,000 | \$102,400 |
| \$290,000 - | \$0 - | \$11,600 | \$23,200 | \$40,000 | \$46,400 | \$52,800 | \$59,200 | \$65,600 | \$72,000 | \$78,400 | \$84,800 | \$91,200 | \$97,600 | \$104,000 |
| \$300,000 - | \$0 - | \$12,000 | \$24,000 | \$41,600 | \$48,000 | \$54,400 | \$60,800 | \$67,200 | \$73,600 | \$80,000 | \$86,400 | \$92,800 | \$99,200 | \$105,600 |
| \$310,000 - | \$0 - | \$12,400 | \$24,800 | \$43,200 | \$49,600 | \$56,000 | \$62,400 | \$68,800 | \$75,200 | \$81,600 | \$88,000 | \$94,400 | \$100,800 | \$107,200 |
| \$320,000 - | \$0 - | \$12,800 | \$25,600 | \$44,800 | \$51,200 | \$57,600 | \$64,000 | \$70,400 | \$76,800 | \$83,200 | \$89,600 | \$96,000 | \$102,400 | \$108,800 |
| \$330,000 - | \$0 - | \$13,200 | \$26,400 | \$46,400 | \$52,800 | \$59,200 | \$65,600 | \$72,000 | \$78,400 | \$84,800 | \$91,200 | \$97,600 | \$104,000 | \$110,400 |
| \$340,000 - | \$0 - | \$13,600 | \$27,200 | \$48,000 | \$54,400 | \$60,800 | \$67,200 | \$73,600 | \$80,000 | \$86,400 | \$92,800 | \$99,200 | \$105,600 | \$112,000 |
| \$350,000 - | \$0 - | \$14,000 | \$28,000 | \$49,600 | \$56,000 | \$62,400 | \$68,800 | \$75,200 | \$81,600 | \$88,000 | \$94,400 | \$100,800 | \$107,200 | \$113,600 |
| \$360,000 - | \$0 - | \$14,400 | \$28,800 | \$51,200 | \$57,600 | \$64,000 | \$70,400 | \$76,800 | \$83,200 | \$89,600 | \$96,000 | \$102,400 | \$108,800 | \$115,200 |
| \$370,000 - | \$0 - | \$14,800 | \$29,600 | \$52,800 | \$59,200 | \$65,600 | \$72,000 | \$78,400 | \$84,800 | \$91,200 | \$97,600 | \$104,000 | \$110,400 | \$116,800 |
| \$380,000 - | \$0 - | \$15,200 | \$30,400 | \$54,400 | \$60,800 | \$67,200 | \$73,600 | \$80,000 | \$86,400 | \$92,800 | \$99,200 | \$105,600 | \$112,000 | \$118,400 |
| \$390,000 - | \$0 - | \$15,600 | \$31,200 | \$56,000 | \$62,400 | \$68,800 | \$75,200 | \$81,600 | \$88,000 | \$94,400 | \$100,800 | \$107,200 | \$113,600 | \$120,000 |
| \$400,000 - | \$0 - | \$16,000 | \$32,000 | \$57,600 | \$64,000 | \$70,400 | \$76,800 | \$83,200 | \$89,600 | \$96,000 | \$102,400 | \$108,800 | \$115,200 | \$121,600 |
| \$410,000 - | \$0 - | \$16,400 | \$32,800 | \$59,200 | \$65,600 | \$72,000 | \$78,400 | \$84,800 | \$91,200 | \$97,600 | \$104,000 | \$110,400 | \$116,800 | \$123,200 |
| \$420,000 - | \$0 - | \$16,800 | \$33,600 | \$60,800 | \$67,200 | \$73,600 | \$80,000 | \$86,400 | \$92,800 | \$99,200 | \$105,600 | \$112,000 | \$118,400 | \$124,800 |
| \$430,000 - | \$0 - | \$17,200 | \$34,400 | \$62,400 | \$68,800 | \$75,200 | \$81,600 | \$88,000 | \$94,400 | \$100,800 | \$107,200 | \$113,600 | \$120,000 | \$126,400 |
| \$440,000 - | \$0 - | \$17,600 | \$35,200 | \$64,000 | \$70,400 | \$76,800 | \$83,200 | \$89,600 | \$96,000 | \$102,400 | \$108,800 | \$115,200 | \$121,600 | \$128,000 |
| \$450,000 - | \$0 - | \$18,000 | \$36,000 | \$65,600 | \$72,000 | \$78,400 | \$84,800 | \$91,200 | \$97,600 | \$104,000 | \$110,400 | \$116,800 | \$123,200 | \$129,600 |
| \$460,000 - | \$0 - | \$18,400 | \$36,800 | \$67,200 | \$73,600 | \$80,000 | \$86,400 | \$92,800 | \$99,200 | \$105,600 | \$112,000 | \$118,400 | \$124,800 | \$131,200 |
| \$470,000 - | \$0 - | \$18,800 | \$37,600 | \$68,800 | \$75,200 | \$81,600 | \$88,000 | \$94,400 | \$100,800 | \$107,200 | \$113,600 | \$120,000 | \$126,400 | \$132,800 |
| \$480,000 - | \$0 - | \$19,200 | \$38,400 | \$70,400 | \$76,800 | \$83,200 | \$89,600 | \$96,000 | \$102,400 | \$108,800 | \$115,200 | \$121,600 | \$128,000 | \$134,400 |
| \$490,000 - | \$0 - | \$19,600 | \$39,200 | \$72,000 | \$78,400 | \$84,800 | \$91,200 | \$97,600 | \$104,000 | \$110,400 | \$116,800 | \$123,200 | \$129,600 | \$136,000 |
| \$500,000 - | \$0 - | \$20,000 | \$40,000 | \$73,600 | \$80,000 | \$86,400 | \$92,800 | \$99,200 | \$105,600 | \$112,000 | \$118,400 | \$124,800 | \$131,200 | \$137,600 |
| \$510,000 - | \$0 - | \$20,400 | \$40,800 | \$75,200 | \$81,600 | \$88,000 | \$94,400 | \$100,800 | \$107,200 | \$113,600 | \$120,000 | \$126,400 | \$132,800 | \$139,200 |
| \$520,000 - | \$0 - | \$20,800 | \$41,600 | \$76,800 | \$83,200 | \$89,600 | \$96,000 | \$102,400 | \$108,800 | \$115,200 | \$121,600 | \$128,000 | \$134,400 | \$140,800 |
| \$530,000 - | \$0 - | \$21,200 | \$42,400 | \$78,400 | \$84,800 | \$91,200 | \$97,600 | \$104,000 | \$110,400 | \$116,800 | \$123,200 | \$129,600 | \$136,000 | \$142,400 |
| \$540,000 - | \$0 - | \$21,600 | \$43,200 | \$80,000 | \$86,400 | \$92,800 | \$99,200 | \$105,600 | \$112,000 | \$118,400 | \$124,800 | \$131,200 | \$137,600 | \$144,000 |
| \$550,000 - | \$0 - | \$22,000 | \$44,000 | \$81,600 | \$88,000 | \$94,400 | \$100,800 | \$107,200 | \$113,600 | \$120,000 | \$126,400 | \$132,800 | \$139,200 | \$145,600 |
| \$560,000 - | \$0 - | \$22,400 | \$44,800 | \$83,200 | \$89,600 | \$96,000 | \$102,400 | \$108,800 | \$115,200 | \$121,600 | \$128,000 | \$134,400 | \$140,800 | \$147,200 |
| \$570,000 - | \$0 - | \$22,800 | \$45,600 | \$84,800 | \$91,200 | \$97,600 | \$104,000 | \$110,400 | \$116,800 | \$123,200 | \$129,600 | \$136,000 | \$142,400 | \$148,800 |
| \$580,000 - | \$0 - | \$23,200 | \$46,400 | \$86,400 | \$92,800 | \$99,200 | \$105,600 | \$112,000 | \$118,400 | \$124,800 | \$131,200 | \$137,600 | \$144,000 | \$150,400 |
| \$590,000 - | \$0 - | \$23,600 | \$47,200 | \$88,000 | \$94,400 | \$100,800 | \$107,200 | \$113,600 | \$120,000 | \$126,400 | \$132,800 | \$139,200 | \$145,600 | \$152,000 |
| \$600,000 - | \$0 - | \$24,000 | \$48,000 | \$89,600 | \$96,000 | \$102,400 | \$108,800 | \$115,200 | \$121,600 | \$128,000 | \$134,400 | \$140,800 | \$147,200 | \$153,600 |
| \$610,000 - | \$0 - | \$24,400 | \$48,800 | \$91,200 | \$97,600 | \$104,000 | \$110,400 | \$116,800 | \$123,200 | \$129,600 | \$136,000 | \$142,400 | \$148,800 | \$155,200 |
| \$620,000 - | \$0 - | \$24,800 | \$49,600 | \$92,800 | \$99,200 | \$105,600 | \$112,000 | \$118,400 | \$124,800 | \$131,200 | \$137,600 | \$144,000 | \$150,400 | \$156,800 |
| \$630,000 - | \$0 - | \$25,200 | \$50,400 | | | | | | | | | | | |

Step 10

1. Determine if you would like to claim any dependents
2. Click **Next**

The screenshot shows the 'Check my progress' step of the W-4 wizard. On the left, a sidebar lists navigation options: Home, Personal, Benefits, Pay, Paid Time Off, Documents, Events, Taxes, and Tax Withholding. The 'Tax Withholding' section is expanded, showing options for W-2, 1095-C, Mobile App, Kronos SSO Dev, and Met Life SSO Dev. The main content area has a breadcrumb trail: Federal → Employee's Withholding Certificate → W-4. Below this are tabs for 'Wizard' and 'Form and Instructions'. A progress bar shows 'Check my progress' as the current step, marked with a red circle '1'. A list of steps includes 'Nonresident Alien', 'Exemption', 'Filing Status', 'Step 2 Survey', and 'Dependents survey - Step 3'. The 'Dependents survey - Step 3' is highlighted. To the right, a red-bordered box contains the question 'Would you like to claim any dependents?' with radio buttons for 'Yes' and 'No'. Below this, it lists conditions for the child tax credit: 'be under age 17 as of December 31', 'be your dependent who lives with you for more than half the year', and 'have a valid social security number'. It also mentions that other tax credits like education and foreign tax credits can be included. At the bottom of this box are 'Back' and 'Next' buttons, with the 'Next' button highlighted and marked with a red circle '2'.

4. If you are claiming dependents, complete these three (3) steps
5. Click **Next**

The screenshot shows the 'Dependents survey - Step 3' form. The sidebar and breadcrumb trail are the same as in the previous screenshot. The progress bar now shows 'Dependents survey - Step 3' as the current step, marked with a red circle '1'. The list of steps includes 'Nonresident Alien', 'Exemption', 'Filing Status', 'Step 2 Survey', 'Dependents survey - Step 3', and 'Step 3'. The 'Step 3' is highlighted. The main content area has a red-bordered box containing three input fields: 'Number of dependents under the age of 17', 'Number of other dependents', and 'Other tax credits (such as education tax credits and the foreign tax credit)'. The 'Other tax credits' field has a dollar sign prefix. At the bottom of this box are 'Back' and 'Next' buttons, with the 'Next' button highlighted and marked with a red circle '2'.

Step 11

1. Determine if you would like to include other income (not from a job), deductions, and extra withholding
2. Click **Next**

Home

Home > Tax Withholding

Federal - Employee's Withholding Certificate - W-4

Wizard Form and Instructions

Check my progress 1

Nonresident Alien

Exemption

Filing Status

Step 2 Survey

Dependents survey - Step 3

Other Adjustments Survey (Optional) - Step 4

Would you like to complete step 4 (Other Adjustments) for other income, deductions, and extra withholding? This step is optional.

☐ Yes

☐ No

Back Next 2

4. If you are including other income, deductions, or extra withholding, complete these steps
5. Click **Next**

Home

Home > Tax Withholding

Federal - Employee's Withholding Certificate - W-4

Wizard Form and Instructions

Check my progress 4

Nonresident Alien

Exemption

Filing Status

Step 2 Survey

Dependents survey - Step 3

Other Adjustments Survey (Optional) - Step 4

Step 4

4a. 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.

\$

4b. Select one

☐ I expect to claim deductions other than the standard deduction and want to reduce my withholding

☐ I will claim the standard deduction

4c. Enter any additional amount you want withheld each pay period

\$

Back Next 5

6. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, complete these steps
7. Click **Next**

Step 12

- Review the form for accuracy
- Print/Save a copy for your records
- When ready to submit, check the box
- Click **Submit Form**

Please review the document below

If you would like to make any changes, you may [return to the previous page](#).

If you would like to submit this form, please agree to the terms below.

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

☐ **Submit Form**