

2023

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# PAYROLL

## YEAR-END GUIDE



[www.prestigepeo.com](http://www.prestigepeo.com)



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# General Information



Dear Valued Client,

Happy Holidays! As we approach the end of 2023, we would like to keep you informed of some important dates.



## Recording Items on W-2's

All payroll items (wages, bonuses, fringe benefits, etc.) that need to be recorded on your employees' 2023 W-2 must be submitted to PrestigePEO **no later than December 27, 2023 at 12PM EST**. Items submitted after this deadline will be subject to off-cycle payroll processing fee.

Payroll items submitted after 12PM EST on Wednesday, January 3, 2024 will require W-2c's (an amended W-2) to be issued to affected employees and will be subject to late processing/filing fees (\$750 per return + 10% of total tax) per W-2c issued.

**\*PrestigePEO will be closed for the holidays on December 25, 2023 & January 1, 2024.**



## Year-End Bonuses

We ask that you inform your Payroll Specialist in advance of the check date you would like to issue the bonus payrolls. **If bonus information cannot be supplied with regular payroll, please submit your bonus payroll at least 4 business days before the requested check date.** Many employees may elect to change or remove their retirement contributions from their bonus pay.

*All BlueStar enrolled members must submit the attached signed document for this change. Please forward the completed form to the Retirement Services Department and copy your Payroll Specialist. Note: the form is needed at least 1 day prior to when you need to process your payroll.*

[BlueStar Bonus Deferral Form](#)



## Payroll Adjustments and Fringe Benefits

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Final payroll adjustments or fringe benefits **must be reported with or before your last 2023 payroll**. Common items include:

- Personal use of company vehicles
- Taxable value of benefits paid by employer for S Corp owners greater than 2%
- Taxable fringe benefits such as employer-paid life insurance exceeding \$50k
- Third Party Sick Pay (due by January 3, 2024)

If you have questions regarding which fringe benefits should be recorded as W-2 wages, we recommend that you reach out to your Accountant and/or Financial Advisor before submitting to your Payroll Specialist.



## Having Employees Review their Personal Information

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Now is a great time to have your employees review their personal information to ensure their 2023 W-2's are accurate. They can access the PrestigePRO employee portal on our mobile app or at <https://pea-ep.prismhr.com/#/auth/login> to review:

**Names and addresses** – employees should confirm their home address and mailing address

**Payroll Tax Withholding processing** – employees should confirm that PrestigePEO is withholding federal, state, and local (if applicable) taxes correctly. As always, employees can contact their Payroll Specialist with any questions.

**Electronic W-2's** – Employees can elect to receive their W-2's directly on the PrestigePRO employee portal. Electronic W-2s will be available faster and help eliminate paper mail. If employees have enrolled previously, they do not need to do so again.



## Terminated Employees

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We would recommend that you review your list of employees in PrestigePRO and verify that all appropriate termination information has been submitted. Employees who are active or on leave of absence will remain in PrestigePRO.

# W-2 Form Breakdown

## Interpreting the Income Boxes on the Form W-2

### Box 3 - Social Security wages

Earnings paid to the employee that are subject to Social Security tax. (This amount does not include tips.)

### Box 1 - Wages, tips, and other compensation

Gross taxable wages paid to the employee (salary, wages, tips, bonuses, and/or commissions).

### Box 5 - Medicare wages and tips

Earnings paid to the employee that are subject to Social Security tax. (This amount does not include tips.)

Copy B – To Be Filed With Employee's FEDERAL Tax Return.		41-0852411 OMB No. 1545-0008	
a Employee's soc. sec. no. 123-45-6789	1 Wages, tips, other comp. 50000.00	2 Federal income tax withheld 5000.00	
b Employer ID number (EIN) 12-1234567	3 Social security wages 47000.00	4 Social security tax withheld 3100.00	
	5 Medicare wages and tips 50000.00	6 Medicare tax withheld 725.00	
c Employer's name, address, and ZIP code Company ABC 123 35th St, 6th Ave New York, NY 10018			
d Control number R2D2			
e Employee's name, address, and ZIP code John Smith 456 Example Street New York, NY 10018			
7 Social security tips 3000.00	8 Allocated tips	9	
10 Dependent care benefits	11 Nonqualified plans	12a Code See inst. for box 12	
13 Statutory employee	14 Other	12b Code	
Retirement plan		12c Code	
Third-party sick pay		12d Code	
NY   121234567	15 State wages, tips, etc. 50000.00	16 State income tax 1535.00	
18 Local wages, tips, etc. 50000.00	19 Local income tax 750.00	20 Locality name New York	

### Box 7 - Social Security wages

Tips earned by the employee that are subject to Social Security tax. (Box 3 + Box 7 = Box 1)

### Box 18 - Local wages, tips, etc

Gross taxable wages paid to the employee that are subject to local tax (might not equal Box 1)

### Box 16 - State wages, tips, etc.

Gross taxable wages paid to the employee that are subject to the state's tax (might not equal Box 1).

For help in reading and understanding your W2, or if your employees need assistance in doing so, please send them this [instructional video](#).

## Form W-2 versus Final Pay Stub

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Understanding the difference between a final pay stub and Form W-2 is important. When employees receive their W-2, they might notice the earnings on their last paycheck stub are different from the reported earnings on their W-2.

Typically, this is attributed to one of three different scenarios:

- **The company offers health insurance that is a pre-tax deduction.**

This is the most common reason for the employee's pay stub earnings to be different from those on the Form W-2. If the employee participated in the company's pre-tax health insurance, the taxable wages in Boxes 1, 3, 5, 16 and 18 will be lower than the amount of the pre-tax health insurance deduction. Pre-tax deductions lower the gross wages by the annual amount of the deduction.

Example: Jane's gross wages are \$30,000, but during the year she contributed \$3,000 to a pre-tax health insurance deduction. Jane's taxable Form W-2 wages are 27,000. ( $30,000 - 3,000 = 27,000$ )

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- **Participation in a company-sponsored retirement plan.**

These types of plans, such as a 401(k), reduce only the taxable Federal and State and local wages. It does not reduce Social Security and Medicare taxable. Those amounts are reported in Boxes 1 and 16 and 18 (if applicable).

Example: Sondra's gross wages are \$30,000, but over the course of the year she contributed \$2,500 towards her 401(k) retirement. Sondra's federal and state Form W-2 wages are \$27,500. ( $30,000 - 2,500 = 27,500$ )

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- **Earnings include non-taxable income items:**

Non-taxable income can include reimbursement for mileage or other non-taxable expenses the employee incurred that were reimbursed to the employee in a payroll. As a result, the gross wages on the employee's pay stub often differ from the Boxes 1, 3, 5, 16 and 18 wages on the Form W-2 because the non-taxable item lowers the gross taxable wages.

Example: Maurice's gross wages are \$30,000, but over the course of the year, he received \$2,000 towards a non-taxed car allowance. Maurice's taxable Form W-2 wages are \$28,000. ( $30,000 - 2,000 = 28,000$ )



# W-4 Form Breakdown

# W-4 Form Breakdown

You have three (3) options to choose from when accounting for multiple jobs

You can have an additional withholding to account for another job

Form <b>W-4</b>		Employee's Withholding Certificate		OMB No. 1545-0074
Department of the Treasury Internal Revenue Service		Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Give Form W-4 to your employer. Your withholding is subject to review by the IRS.		2023
<b>Step 1: Enter Personal Information</b>	(a) First name and middle initial	Last name	(b) Social security number	
	Address		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.	
	City or town, state, and ZIP code			
(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying surviving spouse <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.)				
<b>Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5.</b> See page 2 for more information on each step, who can claim exemption from withholding, other details, and privacy.				
<b>Step 2: Multiple Jobs or Spouse Works</b>	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) Reserved for future use. (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; 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 generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate <input type="checkbox"/>			
<b>TIP:</b> If you have self-employment income, see page 2.				
<b>Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs.</b> 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.)				
<b>Step 3: Claim Dependent and Other Credits</b>	If your total 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 . . . . . \$ _____ Add the amounts above for qualifying children and other dependents. You may add to this the amount of any other credits. Enter the total here . . . . .		3	\$
<b>Step 4 (optional): Other Adjustments</b>	(a) <b>Other income (not from jobs).</b> 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)	\$
	(b) <b>Deductions.</b> 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) <b>Extra withholding.</b> Enter any additional tax you want withheld each pay period . . . . .		4(c)	\$
<b>Step 5: Sign Here</b>	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.			
	Employee's signature (This form is not valid unless you sign it.)		Date	
<b>Employers Only</b>	Employer's name and address	First date of employment	Employer identification number (EIN)	
For Privacy Act and Paperwork Reduction Act Notice, see page 3.		Cat. No. 102200	Form <b>W-4</b> (2023)	

Instead of claiming allowances, you can claim dependents, other income, and deductions for accurate withholding.

Please note: Allowances (pre-2020) and dependents are not the same. For example, a filing status of single with 2 allowances is not the same as a filing status of single with \$1,000 or \$4,000 in dependents. Your Accountant or Tax Professional can help you calculate the equivalent.

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

## What is IRS Form W-4?

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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

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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' and 'Tax Withholding' highlighted. The main content area is titled 'Tax Withholding' and contains 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 with 'Filing Status' as 'Married/CUC joint'. A red box with the number '3' highlights the 'Update Forms' button in the top right corner. Red circles with numbers '1' and '2' highlight the 'Filing Status' dropdowns in the Federal and NY State sections, respectively.

## Step 2

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

The screenshot shows the 'Employee Withholding Resource Center' page. The page title is 'Employee Withholding Resource Center' with a subtitle: '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.' A red box with the number '1' highlights the 'Start' button with a right-pointing arrow.

## Step 3

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

The screenshot shows a screen titled 'Please select which sections you would like to complete:'. A note in red text states: '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'. Each section has two radio button options: 'I wish to complete forms for this jurisdiction. Please help determine which withholding forms apply to me' and 'I wish to NOT complete forms for this jurisdiction at this time'. A red box with the number '1' highlights the 'Federal' section. A red box with the number '2' highlights the 'Continue' button at the bottom.

## Step 4

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

The screenshot shows the 'Federal — Survey' form. A red box highlights the 'Select one' section with a red '1' next to it. The options are:

- 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 6233
- Quiero continuar en Español
- I want to continue in English

At the bottom, a red box highlights the 'Next' button with a red '2' next to it.

## Step 5

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

The screenshot shows the 'Federal — Summary' form. A table lists the determined Federal withholding form(s):

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

A red box highlights the 'Start' button in the table with a red '1' next to it. A 'Back' button is also visible below the table.

## Step 6

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

The screenshot shows the 'Federal — Employee's Withholding Certificate — W-4' form. A red box highlights the 'Are you a nonresident alien?' question with a red '1' next to it. The options are:

- Yes
- No

Below the question, there is a 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 6233, Exemption from Withholding on Compensation for Independent (and Certain Dependent) Personal Services of a Nonresident Alien Individual, and give it to each withholding agent from whom amounts will be received." A red box highlights the 'Next' button with a red '2' next to it.

## 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**

Home Tax Withholding

Federal - Employee's Withholding Certificate - W-4

Wizard Form and Instructions

Check my progress 1

Nonresident Alien

Exemption

Select one

I am NOT exempt from 2022 withholding and want to complete this form

I am exempt from 2022 withholding

To be exempt, you must meet the following requirements:

- For 2021, you had no federal income tax liability; AND
- For 2022, you expect to have no federal income tax liability

Back Next 2

## Step 8

1. Select a filing status
2. Click **Next**

Home Tax Withholding

Federal - Employee's Withholding Certificate - W-4

Wizard Form and Instructions

Check my progress 1

Nonresident Alien

Exemption

Filing Status

Select a filing status

Single or Married filing separately

Married filing jointly or Qualifying widow(er)

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)

Back Next 2

## 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

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

a) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below (Will not check two jobs checkbox) 1

b) 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 generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate

c) None of the above

Back Next 2

*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

Check my progress

Nonresident Alien

Exemption

Filing Status

Step 2 Survey

Multiple Jobs Worksheet Survey - Step 2b

Federal Employee's Withholding Certificate W-4

Wizard Form and Instructions

Multiple jobs worksheet, select one

Two (2) jobs

Three (3) jobs

Back Next 2



## 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**

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**

Higher Paying Job Annual Taxable Wage & Salary	Single or Married Filing Separately										
	\$0 - \$9,999	\$10,000 - \$19,999	\$20,000 - \$29,999	\$30,000 - \$39,999	\$40,000 - \$49,999	\$50,000 - \$59,999	\$60,000 - \$69,999	\$70,000 - \$79,999	\$80,000 - \$89,999	\$90,000 - \$99,999	\$100,000 - \$109,999
\$0 - \$9,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$10,000 - \$19,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$20,000 - \$29,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$30,000 - \$39,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$40,000 - \$49,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$50,000 - \$59,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$60,000 - \$69,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$70,000 - \$79,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$80,000 - \$89,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$90,000 - \$99,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$100,000 - \$109,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$110,000 - \$119,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$120,000 - \$129,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$130,000 - \$139,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$140,000 - \$149,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$150,000 - \$159,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$160,000 - \$169,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$170,000 - \$179,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$180,000 - \$189,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$190,000 - \$199,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$200,000 - \$249,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$250,000 - \$299,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$300,000 - \$399,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$400,000 - \$499,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$500,000 and over	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000

1. Two jobs. If you have two jobs or you're married filing jointly and you and your spouse each have one job, find the amount from the appropriate table on page 4. Using the "Higher Paying Job" row and the "Lower Paying Job" column, find the value at the intersection of the two household salaries and enter that value on line 1. Then, skip to line 3.

\$ 0.00

2. Enter the number of pay periods per year for the highest paying job. For example, if that job pays weekly, enter 52; if it pays every other week, enter 26; if it pays monthly, enter 12, etc.

2 (Semiannually)

3. Divide the annual amount on line 1 or 2c by the number of pay periods on line 3. (You may round this to the closest whole dollar amount.) Enter this amount here and on line 4c of Form W-4 for the highest paying job.

\$ 0.00

Note: This is a computed value.

Next

4. For three (3) jobs, enter the information in boxes 2a, 2b, and 3; boxes 2c and 4 will auto-calculate for you
5. Click **Next**

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**

Higher Paying Job Annual Taxable Wage & Salary	Single or Married Filing Separately										
	\$0 - \$9,999	\$10,000 - \$19,999	\$20,000 - \$29,999	\$30,000 - \$39,999	\$40,000 - \$49,999	\$50,000 - \$59,999	\$60,000 - \$69,999	\$70,000 - \$79,999	\$80,000 - \$89,999	\$90,000 - \$99,999	\$100,000 - \$109,999
\$0 - \$9,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$10,000 - \$19,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$20,000 - \$29,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$30,000 - \$39,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$40,000 - \$49,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$50,000 - \$59,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$60,000 - \$69,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$70,000 - \$79,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$80,000 - \$89,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$90,000 - \$99,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$100,000 - \$109,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$110,000 - \$119,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$120,000 - \$129,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$130,000 - \$139,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$140,000 - \$149,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$150,000 - \$159,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$160,000 - \$169,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$170,000 - \$179,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$180,000 - \$189,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$190,000 - \$199,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$200,000 - \$249,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$250,000 - \$299,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$300,000 - \$399,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$400,000 - \$499,999	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$500,000 and over	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000

2a. Find the amount from the appropriate table on page 4 using the annual wages from the highest paying job in the "Higher Paying Job" row and the annual wages for your next highest paying job in the "Lower Paying Job" column. Find the value at the intersection of the two household salaries and enter that value on line 2a.

\$ 0.00

2b. Add the annual wages of the two highest paying jobs from line 2a together and use the total as the wages in the "Higher Paying Job" row and use the annual wages for your third job in the "Lower Paying Job" column to find the amount from the appropriate table on page 4 and enter this amount on line 2b.

\$ 0.00

2c. Add the amounts from lines 2a and 2b and enter the result on line 2c.

\$ 0.00

Note: This is a computed value.

3. Enter the number of pay periods per year for the highest paying job. For example, if that job pays weekly, enter 52; if it pays every other week, enter 26; if it pays monthly, enter 12, etc.

2 (Semiannually)

4. Divide the annual amount on line 1 or 2c by the number of pay periods on line 3. (You may round this to the closest whole dollar amount.) Enter this amount here and on line 4c of Form W-4 for the highest paying job.

\$ 0.00

Note: This is a computed value.

Next

## 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 'Federal - Employee's Withholding Certificate - W-4' wizard. On the left, a navigation pane lists various services, with 'Tax Withholding' selected. The main content area features a 'Check my progress' section with a red circle '1' next to it, containing a list of steps: 'Nonresident Alien', 'Exemption', 'Filing Status', 'Step 2 Survey', and 'Dependents survey - Step 3'. 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 notes that other tax credits like education and foreign tax credits can be included. At the bottom of this box, a red circle '2' highlights the 'Next >' button.

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

The screenshot shows the 'Step 3' of the 'Federal - Employee's Withholding Certificate - W-4' wizard. The 'Check my progress' section on the left now highlights 'Step 3' with a red circle '1'. The main content area features a red-bordered box with 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 includes a dollar sign (\$) and a text input. At the bottom of this box, a red circle '2' highlights the 'Next >' button.

## 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**

Home Tax Withholding

Check my progress

6

1. Enter an estimate of your 2023 itemized deductions (from Schedule A (Form 1040)). Such deductions may include qualifying home mortgage interest, charitable contributions, state and local taxes (up to \$10,000), and medical expenses in excess of 7.5% of your income.

\$

2. Enter \$27,700 if you're married filing jointly or a qualifying surviving spouse; \$20,800 if you're head of household; \$13,850 if you're single or married filing separately

\$27,700

3. If line 1 is greater than line 2, subtract line 2 from line 1 and enter the result here. If line 2 is greater line 1, enter 0

\$ 0

Note: This is a computed value.

4. Enter an estimate of your student loan interest, IRA, contributions, and certain other adjustments (from Part II of Schedule 1 (Form 1040)). See Pub. 505 for more information.

\$

5. Add line 3 and 4. Enter the result here and in Step 4(b) of Form W-4

\$ 0

Note: This is a computed value.

Back Next 7

## 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

*Thank you in advance for your cooperation as we approach the end of 2023. We always appreciate the opportunity to offer you and your employees personalized one-on-one service. If you have any questions, please feel free to reach out to your dedicated Payroll Specialist.*

Best Regards,



**Joey McCormick**

Director of Payroll



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