

2024

PAYROLL

YEAR-END GUIDE



www.prestigepeo.com



PrestigePEOTM

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General Information



Dear Valued Client,

Happy Holidays! As we approach the end of 2024, 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' 2024 W-2 must be submitted to PrestigePEO **no later than December 27, 2024 at 12PM EST**. Items submitted after this deadline may be subject to 10% of total tax.

Payroll items submitted after 12PM EST on Friday, January 3, 2025 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, 2024 & January 1, 2025.**



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 Slavic401k 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 3 business days prior to when you need to process your payroll.

Slavic401k Bonus Deferral Form



Payroll Adjustments and Fringe Benefits

Final payroll adjustments or fringe benefits **must be reported with or before your last 2024 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, 2025)

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

Now is a great time to have your employees review their personal information to ensure their 2024 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

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.	1 Wages, tips, other comp.	2 Federal income tax withheld	
123-45-6789	50000.00	5000.00	
b Employer ID number (EIN)	3 Social security wages	4 Social security tax withheld	
12-1234567	47000.00	3100.00	
	5 Medicare wages and tips	6 Medicare tax withheld	
	50000.00	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 Suff.			
John Smith 456 Example Street New York, NY 10018			
7 Social security tips	8 Allocated tips	9	
3000.00			
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	50000.00	1535.00
15 State Employer's state ID number	16 State wages, tips, etc.	17 State income tax	
18 Local wages, tips, etc.	19 Local income tax	20 Locality name	
50000.00	750.00	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

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. ($30,000 - 3,000 = 27,000$)

- **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. ($30,000 - 2,500 = 27,500$)

- **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 W-4		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.		2024
Step 1: Enter Personal Information	(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.)			
Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, and when to use the estimator at www.irs.gov/W4App .				
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 of these jobs. Do only one of the following. (a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4). If you or your spouse have self-employment income, use this option; or (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"/>		
Complete Steps 3-4(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 3-4(b) on the Form W-4 for the highest paying job.)				
Step 3: Claim Dependent and Other Credits		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 \$ _____		
Step 4 (optional): Other Adjustments		(a) Other income (not from jobs). 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) Deductions. 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) Extra withholding. Enter any additional tax you want withheld each pay period . . . 4(c) \$ _____		
Step 5: Sign Here		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
Employers Only	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. 10220Q Form W-4 (2024)				

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?

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

This screenshot shows the 'Taxes' section of the ESS Dashboard. The left sidebar contains navigation links: Home, Personal, Benefits, Pay, Documents, Taxes (highlighted), Time & Attendance, and ClearCompany. The main content area is titled 'Taxes' and has a sub-header 'Tax Withholding' (annotated with a red box and '1'). Below this is a 'W-2' section (annotated with a red box and '2') and a 'FL State Tax - Resident' section. The 'FL State Tax - Resident' section lists 'Claim Dependents Credit', 'Other Income', and 'Deductions'. A blue 'Update Forms' button (annotated with a red box and '3') is located in the top right corner.

Step 2

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

This screenshot shows the 'Employee Withholding Resource Center' page. The left sidebar is the same as in Step 1. The main content area has a 'Main Menu' header and a section titled 'Employee Withholding Resource Center' with 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 large blue button with a dollar sign icon and the text 'Start', which is highlighted with a red box.

Step 3

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

This screenshot shows the 'Employee Withholding Resource Center' page with a selection prompt. The left sidebar is the same as in Step 1. The main content area has a 'Main Menu' header and a section 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 is a checkbox labeled 'Federal' which is selected. Below the selection area, it says 'Selected: 1 out of 1 jurisdictions'. At the bottom, there are 'Back' and 'Next ->' buttons, with the 'Next ->' button highlighted with a red box and annotated with a red circle and '2'.

Step 4

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

Taxes > Tax Withholding

Main Menu

Federal - Survey

[Check my progress](#)

1 Survey

1 Select the correct choice: **Foreign Earned Income Exclusion, Nonresident Alien, Standard Federal Form W4**

☐ 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 who is EXEMPT - I am exempt from withholding on compensation for independent (or eligible dependent) personal services of a Nonresident Alien Individual, see instructions for Form 8233

☐ Standard Federal Withholding (English) - I am not qualified for a Foreign Earned Income Exclusion. I want to complete the standard Federal W4

☐ Retención Federal Estándar (Español) - No estoy calificado para una exclusión de ingresos del trabajo en el extranjero. Quiero completar el estándar Federal W4

Nonresident Alien: If you are an alien individual (that is, an individual who is not a U.S. citizen), specific rules apply to determine if you are a resident alien or a nonresident alien for tax purposes. Generally, you are a resident alien if you meet either the "green card test" or the "substantial presence test" for the calendar year. Any person not meeting either test is generally a nonresident alien. Additionally, an alien individual who qualifies as a resident of a treaty country (defined later) or a bona fide resident of Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, or American Samoa is a nonresident alien individual.

Instructions for Form 8233: [8233](#)

[Back](#) [Next ->](#) **2**

Step 5

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

Taxes > Tax Withholding

Main Menu

Federal - Survey

[Check my progress](#)

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

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

[Start ->](#) [Back](#)

Step 6

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

Taxes > Tax Withholding

Main Menu

Federal - Employee's Withholding Certificate - W-4

[Check my progress](#)

1 Nonresident Alien

1 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 1392 for more details.

Notice: 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 give it to each withholding agent from whom amounts will be received.

[Notice 1392](#)

[Back](#) [Next ->](#) **2**

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**

The screenshot shows the 'Federal - Employee's Withholding Certificate - W-4' form. On the left, a sidebar contains navigation icons for Home, Personal, Benefits, Pay, Documents, Taxes, Time & Attendance, ClearCompany, ExpensePath, Mobile App, Events, and State Filing Notices. The main content area has a 'Main Menu' bar with 'Wizard' and 'Form and Instructions' tabs. Below this is a 'Check my progress' button. A list of steps is shown: 1. Nonresident Alien, 2. Exemption (highlighted in blue), and 3. Filing Status. A red box labeled '1' highlights the 'Are you exempt from 2024 withholding?' section. This section contains two radio buttons: 'I am exempt from 2024 withholding' and 'I am NOT exempt from 2024 withholding and want to complete this form'. Below the radio buttons, it states: 'To be exempt, you must meet the following requirements: For 2023, you had no federal income tax liability; AND For 2024, you expect to have no federal income tax liability. If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file your 2024 tax return.' At the bottom of the form, there are 'Back' and 'Next ->' buttons. A red box labeled '2' highlights the 'Next ->' button.

Step 8

1. Select a filing status

2. Click **Next**

The screenshot shows the 'Federal - Employee's Withholding Certificate - W-4' form. The sidebar and main menu are the same as in Step 7. The 'Check my progress' button is still present. The list of steps now includes: 1. Nonresident Alien, 2. Exemption, and 3. Filing Status (highlighted in blue). A red box labeled '1' highlights the 'Select a filing status' section. This section contains three radio buttons: 'Single or Married filing separately', 'Married filing jointly or Qualifying surviving spouse', and '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)'. At the bottom of the form, there are 'Back' and 'Next ->' buttons. A red box labeled '2' highlights the 'Next ->' button.

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**

Taxes > Tax Withholding

Main Menu

Federal - Employee's Withholding Certificate - W-4

Wizard Form and Instructions

Check my progress

1 Nonresident Alien

2 Exemption

3 Filing Status

4 Step 2 Survey

Back Next

1 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 estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4). If you or your spouse have self-employment income, use this option.

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

☐ 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.

☐ None of the above

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**

Taxes > Tax Withholding

Main Menu

Federal - Employee's Withholding Certificate - W-4

Wizard Form and Instructions

Check my progress

1 Nonresident Alien

2 Exemption

3 Filing Status

4 Step 2 Survey

5 Multiple Jobs Worksheet Survey - Step 2b

Back Next

1 Multiple jobs worksheet, select one

☒ Two (2) jobs

☐ Three (3) jobs

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**

Home

Personal

Benefits

FaFIs

Pay

Documents

Time & Attendance

Clear Company

Expense/Reimburse

Mobile App

Events

State Filing Notices

Taxes > Tax Withholding

1 Nonresident Alien

2 Exemption

3 Filing Status

4 Step 2 Survey

5 Multiple Jobs Worksheet Survey - Step 2b

6 Step 2b

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

[Publication 505](#)

Higher Paying Job Annual Taxable Wage & Salary	\$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	\$110,000 - 120,000
\$0 - 9,999	\$240	\$870	\$1,020	\$1,020	\$1,020	\$1,540	\$1,870	\$1,870	\$1,870	\$1,870	\$1,910	\$2,040
\$10,000 - 19,999	870	1,680	1,830	1,830	2,350	3,360	3,680	3,680	3,720	3,920	4,050	
\$20,000 - 29,999	1,020	1,830	1,980	2,510	3,510	4,510	4,830	4,830	4,870	5,070	5,270	5,400
\$30,000 - 39,999	1,020	1,830	2,510	3,510	4,510	5,510	5,830	5,870	6,070	6,270	6,470	6,600
\$40,000 - 49,999	1,390	3,200	4,360	5,360	6,360	7,370	7,890	8,090	8,290	8,490	8,690	8,820
\$50,000 - 59,999	1,870	3,680	4,830	5,840	7,040	8,240	8,770	8,970	9,170	9,370	9,570	9,700
\$60,000 - 69,999	1,870	3,680	5,040	6,240	7,440	8,640	9,170	9,370	9,570	9,770	9,970	10,810
\$70,000 - 79,999	2,040	4,050	5,400	6,600	7,800	9,000	9,530	9,730	10,180	11,180	12,180	13,120
\$80,000 - 89,999	2,040	4,050	5,400	6,600	7,800	9,000	10,180	11,180	12,180	13,180	14,180	15,310
\$90,000 - 99,999	2,040	4,050	5,400	6,600	8,860	10,860	12,180	13,180	14,230	15,530	16,830	18,080
\$100,000 - 109,999	2,040	4,710	6,860	8,860	10,860	12,860	14,380	15,680	16,980	18,280	19,580	20,810
\$110,000 - 119,999	2,720	5,610	8,060	10,360	12,660	14,960	16,590	17,890	19,190	20,490	21,790	23,020
\$120,000 - 129,999	2,970	6,080	8,540	10,840	13,140	15,440	17,060	18,360	19,660	20,960	22,260	23,500
\$130,000 - 139,999	2,970	6,080	8,540	10,840	13,140	15,440	17,060	18,360	19,660	20,960	22,260	23,500
\$140,000 - 149,999	3,140	6,450	9,110	11,610	14,110	16,610	18,430	19,930	21,430	22,930	24,430	25,870

2

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

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.

Select an option...

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

This is a calculated value.

Back

Next

3

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**

2 Exemption

3 Filing Status

4 Step 2 Survey

5 Multiple Jobs Worksheet Survey - Step 2b

6 Step 2b

Higher Paying Job Annual Taxable Wage & Salary	\$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	\$110,000 - 120,000
\$0 - 9,999	\$240	\$870	\$1,020	\$1,020	\$1,020	\$1,540	\$1,870	\$1,870	\$1,870	\$1,870	\$1,910	\$2,040
\$10,000 - 19,999	870	1,680	1,830	1,830	2,350	3,360	3,680	3,680	3,720	3,920	4,050	
\$20,000 - 29,999	1,020	1,830	1,980	2,510	3,510	4,510	4,830	4,830	4,870	5,070	5,270	5,400
\$30,000 - 39,999	1,020	1,830	2,510	3,510	4,510	5,510	5,830	5,870	6,070	6,270	6,470	6,600
\$40,000 - 49,999	1,390	3,200	4,360	5,360	6,360	7,370	7,890	8,090	8,290	8,490	8,690	8,820
\$50,000 - 59,999	1,870	3,680	4,830	5,840	7,040	8,240	8,770	8,970	9,170	9,370	9,570	9,700
\$60,000 - 69,999	1,870	3,680	5,040	6,240	7,440	8,640	9,170	9,370	9,570	9,770	9,970	10,810
\$70,000 - 79,999	2,040	4,050	5,400	6,600	7,800	9,000	9,530	9,730	10,180	11,180	12,180	13,120
\$80,000 - 89,999	2,040	4,050	5,400	6,600	7,800	9,000	10,180	11,180	12,180	13,180	14,180	15,310
\$90,000 - 99,999	2,040	4,050	5,400	6,600	8,860	10,860	12,180	13,180	14,230	15,530	16,830	18,080
\$100,000 - 109,999	2,040	4,710	6,860	8,860	10,860	12,860	14,380	15,680	16,980	18,280	19,580	20,810
\$110,000 - 119,999	2,720	5,610	8,060	10,360	12,660	14,960	16,590	17,890	19,190	20,490	21,790	23,020
\$120,000 - 129,999	2,970	6,080	8,540	10,840	13,140	15,440	17,060	18,360	19,660	20,960	22,260	23,500
\$130,000 - 139,999	2,970	6,080	8,540	10,840	13,140	15,440	17,060	18,360	19,660	20,960	22,260	23,500
\$140,000 - 149,999	3,140	6,450	9,110	11,610	14,110	16,610	18,430	19,930	21,430	22,930	24,430	25,870

4

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

This is a calculated 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.

Select an option...

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

This is a calculated value.

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Step 10

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

Taxes > Tax Withholding

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6 Step 2b

7 Dependents survey - Step 3

Would you like to claim any dependents?

☒ Yes

☐ No

To qualify for the child tax credit, the child must meet all of the following conditions.

- be under age 17 as of December 31
- be your dependent who lives with you for more than half the year
- have a valid social security number

You also can include other tax credits, such as education tax credits and the foreign tax credit.

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

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8 Step 3

Number of dependents under the age of 17

Number of other dependents

Other tax credits (such as education tax credits and the foreign tax credit)

\$ 0.00

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Step 11

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

Taxes > Tax Withholding

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6 Step 2b

7 Dependents survey - Step 3

8 Step 3

9 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

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

Taxes > Tax Withholding

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8 Step 3

9 Other Adjustments Survey (Optional) - Step 4

10 Step 4

4a. 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.

\$ 0.00

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 tax you want withheld each pay period

\$ 0.00

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

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6 Step 2b

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8 Step 3

9 Other Adjustments Survey (Optional) - Step 4

10 Step 4

11 Deductions Worksheet

1. Enter an estimate of your 2024 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.

\$ 0.00

2. Enter \$29,200 if you're married filing jointly or a qualifying surviving spouse; \$21,900 if you're head of household; \$14,600 if you're single or married filing separately

Select an option...

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

\$ 0.00

This is a calculated 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.

\$ 0.00

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

\$ 0.00

This is a calculated value.

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Step 12

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

Texas > Tax Withholding

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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.

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You must agree to the perjury statement above, by checking the checkbox, before submitting.

Thank you in advance for your cooperation as we approach the end of 2024. 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

VP, Payroll Services



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