

Expedition Withholding 2020: Tax Education vs Tax Advice (Customer Service and Training)

Karen Ward, CPP

Director of Payroll Training, American Payroll Association

We are all about to embark on a journey of our lifetime, one of historic proportions. That's right Expedition Withholding 2020!

Currently there are limited source to help your company navigate through uncharted scenarios and questions that your employees could have. We need to make sure that the Payroll staff is providing tax form assistance versus tax advice. While it seems that many questions have been left unanswered, you will discover answers and tools to overcome the classic obstacles of the NEW Form W-4!! We will be exploring a basic game plan to provide superior customer service to your employees, regardless of the industry or size. So make plans to attend an adventure of a payroll-lifetime!!!

So, let the adventure begin!!!

Contact Information:

Karen L Ward, CPP

e-Mail: KWard@americanpayroll.org

Phone: 210-226-4600, ext. 3403

The Revised W-4: Tax Education vs Tax Advice-Customer Service and Training

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 - a. Why the change
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Resources & Tools

Attachments

2019 W-4 Employee's Withholding Allowance Certificate

<https://www.irs.gov/pub/irs-pdf/fw4.pdf>

IRS FAQs on the early release of the 2020 Form W-4

<https://www.irs.gov/newsroom/faqs-on-the-early-release-of-the-2020-form-w-4>

2020 W-4 Employee's Withholding Allowance Certificate (Draft 08/08/19)

Publication 15-T Federal Income Tax Withholding Methods (Draft 08/13/19)

<https://apps.irs.gov/app/picklist/list/draftTaxForms.html>

Great links on internet

IRS Newsroom Publication: Improved Tool on IRS.gov

Tax Withholding Estimator - <https://www.irs.gov/individuals/tax-withholding-estimator>

Publication 17: Tax Guide 2018 for Individuals - <https://www.irs.gov/pub/irs-pdf/p17.pdf>

Notice 1392 Supplemental Form W-4 Instructions for Nonresident Aliens

<https://www.irs.gov/pub/irs-pdf/n1392.pdf>

Publication 505: Tax Withholding and Estimated Tax

<https://www.irs.gov/pub/irs-pdf/p505.pdf>

Form W-4 (2019)

Future developments. For the latest information about any future developments related to Form W-4, such as legislation enacted after it was published, go to www.irs.gov/FormW4.

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. You may claim exemption from withholding for 2019 if **both** of the following apply.

- For 2018 you had a right to a refund of all federal income tax withheld because you had **no** tax liability, and
- For 2019 you expect a refund of all federal income tax withheld because you expect to have **no** tax liability.

If you're exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2019 expires February 17, 2020. See Pub. 505, Tax Withholding and Estimated Tax, to learn more about whether you qualify for exemption from withholding.

General Instructions

If you aren't exempt, follow the rest of these instructions to determine the number of withholding allowances you should claim for withholding for 2019 and any additional amount of tax to have withheld. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

You can also use the calculator at www.irs.gov/W4App to determine your tax withholding more accurately. Consider

using this calculator if you have a more complicated tax situation, such as if you have a working spouse, more than one job, or a large amount of nonwage income not subject to withholding outside of your job. After your Form W-4 takes effect, you can also use this calculator to see how the amount of tax you're having withheld compares to your projected total tax for 2019. If you use the calculator, you don't need to complete any of the worksheets for Form W-4.

Note that if you have too much tax withheld, you will receive a refund when you file your tax return. If you have too little tax withheld, you will owe tax when you file your tax return, and you might owe a penalty.

Filers with multiple jobs or working spouses. If you have more than one job at a time, or if you're married filing jointly and your spouse is also working, read all of the instructions including the instructions for the Two-Earners/Multiple Jobs Worksheet before beginning.

Nonwage income. If you have a large amount of nonwage income not subject to withholding, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you might owe additional tax. Or, you can use the Deductions, Adjustments, and Additional Income Worksheet on page 3 or the calculator at www.irs.gov/W4App to make sure you have enough tax withheld from your paycheck. If you have pension or annuity income, see Pub. 505 or use the calculator at www.irs.gov/W4App to find out if you should adjust your withholding on Form W-4 or W-4P.

Nonresident alien. If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Specific Instructions

Personal Allowances Worksheet

Complete this worksheet on page 3 first to determine the number of withholding allowances to claim.

Line C. Head of household please note: Generally, you may claim head of household filing status on your tax return only if you're unmarried and pay more than 50% of the costs of keeping up a home for yourself and a qualifying individual. See Pub. 501 for more information about filing status.

Line E. Child tax credit. When you file your tax return, you may be eligible to claim a child tax credit for each of your eligible children. To qualify, the child must be under age 17 as of December 31, must be your dependent who lives with you for more than half the year, and must have a valid social security number. To learn more about this credit, see Pub. 972, Child Tax Credit. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions on line E of the worksheet. On the worksheet you will be asked about your total income. For this purpose, total income includes all of your wages and other income, including income earned by a spouse if you are filing a joint return.

Line F. Credit for other dependents. When you file your tax return, you may be eligible to claim a credit for other dependents for whom a child tax credit can't be claimed, such as a qualifying child who doesn't meet the age or social security number requirement for the child tax credit, or a qualifying relative. To learn more about this credit, see Pub. 972. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions on line F of the worksheet. On the worksheet, you will be asked about your total income. For this purpose, total

Separate here and give Form W-4 to your employer. Keep the worksheet(s) for your records.

Form W-4 Department of the Treasury Internal Revenue Service		Employee's Withholding Allowance Certificate		OMB No. 1545-0074	
		▶ Whether you're entitled to claim a certain number of allowances 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.		2019	
1 Your first name and middle initial		Last name		2 Your social security number	
Home address (number and street or rural route)		3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note: If married filing separately, check "Married, but withhold at higher Single rate."			
City or town, state, and ZIP code		4 If your last name differs from that shown on your social security card, check here. You must call 800-772-1213 for a replacement card. ▶ <input type="checkbox"/>			
5 Total number of allowances you're claiming (from the applicable worksheet on the following pages)		5			
6 Additional amount, if any, you want withheld from each paycheck		6 \$			
7 I claim exemption from withholding for 2019, and I certify that I meet both of the following conditions for exemption. • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here ▶		7			
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.					
Employee's signature (This form is not valid unless you sign it.) ▶					
8 Employer's name and address (Employer: Complete boxes 8 and 10 if sending to IRS and complete boxes 8, 9, and 10 if sending to State Directory of New Hires.)		9 First date of employment		10 Employer identification number (EIN)	

income includes all of your wages and other income, including income earned by a spouse if you are filing a joint return.

Line G. Other credits. You may be able to reduce the tax withheld from your paycheck if you expect to claim other tax credits, such as tax credits for education (see Pub. 970). If you do so, your paycheck will be larger, but the amount of any refund that you receive when you file your tax return will be smaller. Follow the instructions for Worksheet 1-6 in Pub. 505 if you want to reduce your withholding to take these credits into account. Enter “-0-” on lines E and F if you use Worksheet 1-6.

Deductions, Adjustments, and Additional Income Worksheet

Complete this worksheet to determine if you're able to reduce the tax withheld from your paycheck to account for your itemized deductions and other adjustments to income, such as IRA contributions. If you do so, your refund at the end of the year will be smaller, but your paycheck will be larger. You're not required to complete this worksheet or reduce your withholding if you don't wish to do so.

You can also use this worksheet to figure out how much to increase the tax withheld from your paycheck if you have a large amount of nonwage income not subject to withholding, such as interest or dividends.

Another option is to take these items into account and make your withholding more accurate by using the calculator at www.irs.gov/W4App. If you use the calculator, you don't need to complete any of the worksheets for Form W-4.

Two-Earners/Multiple Jobs Worksheet

Complete this worksheet if you have more than one job at a time or are married filing jointly and have a working spouse. If you

don't complete this worksheet, you might have too little tax withheld. If so, you will owe tax when you file your tax return and might be subject to a penalty.

Figure the total number of allowances you're entitled to claim and any additional amount of tax to withhold on all jobs using worksheets from only one Form W-4. Claim all allowances on the W-4 that you or your spouse file for the highest paying job in your family and claim zero allowances on Forms W-4 filed for all other jobs. For example, if you earn \$60,000 per year and your spouse earns \$20,000, you should complete the worksheets to determine what to enter on lines 5 and 6 of your Form W-4, and your spouse should enter zero (“-0-”) on lines 5 and 6 of his or her Form W-4. See Pub. 505 for details.

Another option is to use the calculator at www.irs.gov/W4App to make your withholding more accurate.

Tip: If you have a working spouse and your incomes are similar, you can check the “Married, but withhold at higher Single rate” box instead of using this worksheet. If you choose this option, then each spouse should fill out the Personal Allowances Worksheet and check the “Married, but withhold at higher Single rate” box on Form W-4, but only one spouse should claim any allowances for credits or fill out the Deductions, Adjustments, and Additional Income Worksheet.

Instructions for Employer

Employees, do not complete box 8, 9, or 10. Your employer will complete these boxes if necessary.

New hire reporting. Employers are required by law to report new employees to a designated State Directory of New Hires. Employers may use Form W-4, boxes 8, 9,

and 10 to comply with the new hire reporting requirement for a newly hired employee. A newly hired employee is an employee who hasn't previously been employed by the employer, or who was previously employed by the employer but has been separated from such prior employment for at least 60 consecutive days. Employers should contact the appropriate State Directory of New Hires to find out how to submit a copy of the completed Form W-4. For information and links to each designated State Directory of New Hires (including for U.S. territories), go to www.acf.hhs.gov/css/employers.

If an employer is sending a copy of Form W-4 to a designated State Directory of New Hires to comply with the new hire reporting requirement for a newly hired employee, complete boxes 8, 9, and 10 as follows.

Box 8. Enter the employer's name and address. If the employer is sending a copy of this form to a State Directory of New Hires, enter the address where child support agencies should send income withholding orders.

Box 9. If the employer is sending a copy of this form to a State Directory of New Hires, enter the employee's first date of employment, which is the date services for payment were first performed by the employee. If the employer rehired the employee after the employee had been separated from the employer's service for at least 60 days, enter the rehire date.

Box 10. Enter the employer's employer identification number (EIN).

Personal Allowances Worksheet (Keep for your records.)

A	Enter "1" for yourself	A	
B	Enter "1" if you will file as married filing jointly	B	
C	Enter "1" if you will file as head of household	C	
D	Enter "1" if: <div style="display: inline-block; vertical-align: middle; border-left: 1px solid black; padding-left: 10px; margin-left: 10px;"> • You're single, or married filing separately, and have only one job; or • You're married filing jointly, have only one job, and your spouse doesn't work; or • Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less. </div>	D	
E	Child tax credit. See Pub. 972, Child Tax Credit, for more information. • If your total income will be less than \$71,201 (\$103,351 if married filing jointly), enter "4" for each eligible child. • If your total income will be from \$71,201 to \$179,050 (\$103,351 to \$345,850 if married filing jointly), enter "2" for each eligible child. • If your total income will be from \$179,051 to \$200,000 (\$345,851 to \$400,000 if married filing jointly), enter "1" for each eligible child. • If your total income will be higher than \$200,000 (\$400,000 if married filing jointly), enter "-0-"		
E		E	
F	Credit for other dependents. See Pub. 972, Child Tax Credit, for more information. • If your total income will be less than \$71,201 (\$103,351 if married filing jointly), enter "1" for each eligible dependent. • If your total income will be from \$71,201 to \$179,050 (\$103,351 to \$345,850 if married filing jointly), enter "1" for every two dependents (for example, "-0-" for one dependent, "1" if you have two or three dependents, and "2" if you have four dependents). • If your total income will be higher than \$179,050 (\$345,850 if married filing jointly), enter "-0-"		
F		F	
G	Other credits. If you have other credits, see Worksheet 1-6 of Pub. 505 and enter the amount from that worksheet here. If you use Worksheet 1-6, enter "-0-" on lines E and F		
G		G	
H	Add lines A through G and enter the total here		
H		H	

For accuracy,
complete all
worksheets
that apply.

- If you plan to **itemize** or **claim adjustments to income** and want to reduce your withholding, or if you have a large amount of nonwage income not subject to withholding and want to increase your withholding, see the **Deductions, Adjustments, and Additional Income Worksheet** below.
- If you **have more than one job at a time** or are **married filing jointly and you and your spouse both work**, and the combined earnings from all jobs exceed \$53,000 (\$24,450 if married filing jointly), see the **Two-Earners/Multiple Jobs Worksheet** on page 4 to avoid having too little tax withheld.
- If **neither** of the above situations applies, **stop here** and enter the number from line H on line 5 of Form W-4 above.

Deductions, Adjustments, and Additional Income Worksheet

Note: Use this worksheet *only* if you plan to itemize deductions, claim certain adjustments to income, or have a large amount of nonwage income not subject to withholding.

1	Enter an estimate of your 2019 itemized deductions. These include qualifying home mortgage interest, charitable contributions, state and local taxes (up to \$10,000), and medical expenses in excess of 10% of your income. See Pub. 505 for details	1	\$	
2	Enter: <div style="display: inline-block; vertical-align: middle; border-left: 1px solid black; padding-left: 10px; margin-left: 10px;"> \$24,400 if you're married filing jointly or qualifying widow(er) \$18,350 if you're head of household \$12,200 if you're single or married filing separately </div>	2	\$	
3	Subtract line 2 from line 1. If zero or less, enter "-0-"	3	\$	
4	Enter an estimate of your 2019 adjustments to income, qualified business income deduction, and any additional standard deduction for age or blindness (see Pub. 505 for information about these items)	4	\$	
5	Add lines 3 and 4 and enter the total	5	\$	
6	Enter an estimate of your 2019 nonwage income not subject to withholding (such as dividends or interest)	6	\$	
7	Subtract line 6 from line 5. If zero, enter "-0-". If less than zero, enter the amount in parentheses	7	\$	
8	Divide the amount on line 7 by \$4,200 and enter the result here. If a negative amount, enter in parentheses. Drop any fraction	8		
9	Enter the number from the Personal Allowances Worksheet , line H, above	9		
10	Add lines 8 and 9 and enter the total here. If zero or less, enter "-0-". If you plan to use the Two-Earners/Multiple Jobs Worksheet , also enter this total on line 1 of that worksheet on page 4. Otherwise, stop here and enter this total on Form W-4, line 5, page 1	10		

Two-Earners/Multiple Jobs Worksheet

Note: Use this worksheet *only* if the instructions under line H from the **Personal Allowances Worksheet** direct you here.

1	Enter the number from the Personal Allowances Worksheet , line H, page 3 (or, if you used the Deductions, Adjustments, and Additional Income Worksheet on page 3, the number from line 10 of that worksheet)	1	<input type="text"/>
2	Find the number in Table 1 below that applies to the LOWEST paying job and enter it here. However , if you're married filing jointly and wages from the highest paying job are \$75,000 or less and the combined wages for you and your spouse are \$107,000 or less, don't enter more than "3"	2	<input type="text"/>
3	If line 1 is more than or equal to line 2, subtract line 2 from line 1. Enter the result here (if zero, enter "-0-") and on Form W-4, line 5, page 1. Do not use the rest of this worksheet	3	<input type="text"/>
Note: If line 1 is less than line 2, enter "-0-" on Form W-4, line 5, page 1. Complete lines 4 through 9 below to figure the additional withholding amount necessary to avoid a year-end tax bill.			
4	Enter the number from line 2 of this worksheet	4	<input type="text"/>
5	Enter the number from line 1 of this worksheet	5	<input type="text"/>
6	Subtract line 5 from line 4	6	<input type="text"/>
7	Find the amount in Table 2 below that applies to the HIGHEST paying job and enter it here	7	\$ <input type="text"/>
8	Multiply line 7 by line 6 and enter the result here. This is the additional annual withholding needed	8	\$ <input type="text"/>
9	Divide line 8 by the number of pay periods remaining in 2019. For example, divide by 18 if you're paid every 2 weeks and you complete this form on a date in late April when there are 18 pay periods remaining in 2019. Enter the result here and on Form W-4, line 6, page 1. This is the additional amount to be withheld from each paycheck	9	\$ <input type="text"/>

Table 1

Married Filing Jointly		All Others	
If wages from LOWEST paying job are—	Enter on line 2 above	If wages from LOWEST paying job are—	Enter on line 2 above
\$0 - \$5,000	0	\$0 - \$7,000	0
5,001 - 9,500	1	7,001 - 13,000	1
9,501 - 19,500	2	13,001 - 27,500	2
19,501 - 35,000	3	27,501 - 32,000	3
35,001 - 40,000	4	32,001 - 40,000	4
40,001 - 46,000	5	40,001 - 60,000	5
46,001 - 55,000	6	60,001 - 75,000	6
55,001 - 60,000	7	75,001 - 85,000	7
60,001 - 70,000	8	85,001 - 95,000	8
70,001 - 75,000	9	95,001 - 100,000	9
75,001 - 85,000	10	100,001 - 110,000	10
85,001 - 95,000	11	110,001 - 115,000	11
95,001 - 125,000	12	115,001 - 125,000	12
125,001 - 155,000	13	125,001 - 135,000	13
155,001 - 165,000	14	135,001 - 145,000	14
165,001 - 175,000	15	145,001 - 160,000	15
175,001 - 180,000	16	160,001 - 180,000	16
180,001 - 195,000	17	180,001 and over	17
195,001 - 205,000	18		
205,001 and over	19		

Table 2

Married Filing Jointly		All Others	
If wages from HIGHEST paying job are—	Enter on line 7 above	If wages from HIGHEST paying job are—	Enter on line 7 above
\$0 - \$24,900	\$420	\$0 - \$7,200	\$420
24,901 - 84,450	500	7,201 - 36,975	500
84,451 - 173,900	910	36,976 - 81,700	910
173,901 - 326,950	1,000	81,701 - 158,225	1,000
326,951 - 413,700	1,330	158,226 - 201,600	1,330
413,701 - 617,850	1,450	201,601 - 507,800	1,450
617,851 and over	1,540	507,801 and over	1,540

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person who claims no withholding allowances; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to

cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You aren't required to provide the information requested on a form that's subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating

to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.

Employee's Withholding Certificate**2020**

- ▶ **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.**

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 widow(er)) <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 through 4 ONLY if they apply to you. To see if you are exempt from withholding or if you have concerns about your privacy, see page 2. Everyone must complete Step 5. See instructions on page 2.

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; **or**
 (b) Use the Multiple Jobs Worksheet on page 3 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).

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.)

Step 3:**Claim
Dependents**

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 ▶ \$ _____

Add the amounts above and enter the total here **3** \$ _____

Step 4**(optional):****Other
Adjustments**

(a) **Other income.** 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. You should not include income from any jobs . . . **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)
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General Instructions

Future Developments

For the latest information about developments related to Form W-4, such as legislation enacted after it was published, go to www.irs.gov/FormW4.

Purpose of Form

Complete this withholding allowance certificate so that your employer can withhold the correct federal income tax from your pay. If too little is withheld, generally you will owe tax when you file your tax return and may owe a penalty. If too much is withheld, generally you will be due a refund.

Complete a new Form W-4 when changes to your personal or financial situation would change the entries on the form. For more information on withholding and when you must furnish a new Form W-4, see Pub. 505.

Exemption from withholding. You may claim exemption from withholding for 2020 if you meet both of the following conditions: you owed no federal tax in 2019 **and** you expect to owe no federal income tax in 2020. You owed no federal income tax in 2019 if your total tax on line 16 on your 2019 Form 1040 is zero or if line 16 is less than the refundable credits on the total of lines 18a, 18b, and 18c. You expect to owe no federal income tax in 2020 if you expect the same result in 2020. If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file your 2020 tax return. To claim exemption from withholding, certify that you meet both of the conditions above by writing "Exempt" on Form W-4 in the space below Step 4(c) and complete Steps 1 and 5. Do not complete any other steps on Form W-4. If you claim an exemption from withholding, you will need to submit a new Form W-4 by February 16, 2021.

Your Privacy

If you want additional withholding and are concerned about your privacy in Steps 2 and/or 4(a), you may check the box in Step 2(c) or enter an additional amount you want withheld per pay period in Step 4(c).

When to use the estimator. Consider using the estimator at www.irs.gov/W4App if you:

1. Expect to work only part of the year;
2. Have dividend or capital gain income or are subject to additional taxes, such as the net investment income tax;
3. Have self-employment income (see below);
4. Prefer the most accurate withholding for multiple job situations; or
5. Prefer to limit information provided in Steps 2 through 4 but don't want to sacrifice accuracy.

Self-employment. Generally, you will owe both income and self-employment taxes on any self-employment income you receive separate from the wages you receive as an employee. If you want to pay these taxes through withholding from your wages, use the estimator at www.irs.gov/W4App to figure the amount to have withheld.

Nonresident alien. If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Specific Instructions

Step 1(c). Check your anticipated filing status. This will determine the standard deduction and tax rates used to compute your withholding.

Step 2. Use this step if you have more than one job at the same time or are married filing jointly and you and your spouse both work.

Consider checking the box in Step 2 if there are only two jobs in the household. The standard deduction and tax brackets will be divided equally between the two jobs.



Multiple job households. Complete Steps 3 through 4(b) on only one Form W-4 in the household. Withholding will be most accurate if you do this on the Form W-4 for the highest paying job.

Step 3. Step 3 of Form W-4 provides instructions for determining the amount of the child tax credit and the credit for other dependents that you may be able to claim when you file your tax return. To qualify for the child tax credit, the child must be under age 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. You may be able to claim a credit for other dependents for whom a child tax credit can't be claimed, such as an older child or a qualifying relative. For additional eligibility requirements for these credits, see Pub. 972, Child Tax Credit and Credit for Other Dependents. You can also include **other tax credits** in this step, such as education tax credits and the foreign tax credit. To do so, add an estimate of the amount for the year to your credits for dependents and enter the total amount in Step 3. Including these credits will increase your paycheck and reduce the amount of any refund you may receive when you file your tax return.

Step 4 (optional).

Step 4(a). Enter in this step the total of your other estimated income for the year, if any. You shouldn't include income from any jobs. If you complete Step 4(a), you likely won't have to make estimated tax payments for that income. If you prefer to pay estimated tax rather than having tax on other income withheld from your paycheck, see Form 1040-ES, Estimated Tax for Individuals.

Step 4(b). Enter in this step the amount from the Deductions Worksheet, line 5, if you expect to claim deductions other than the basic standard deduction on your 2020 tax return and want to reduce your withholding to account for these deductions. This includes both itemized deductions and other deductions such as for student loan interest and IRAs.

Step 4(c). Enter in this step any additional tax you want withheld from your pay **each pay period**, including any amounts from the Multiple Jobs Worksheet, line 4. Entering an amount here will reduce your paycheck and will either increase your refund or reduce any amount of tax that you owe.

Multiple Jobs Worksheet (Keep for your records.)

Use this worksheet if you choose the option in Step 2(b) on Form W-4. Complete this worksheet for only one of the jobs in the household and enter the result on the Form W-4 for that job. Withholding will be most accurate if you enter the result on the Form W-4 for the highest paying job.

Note: If more than one job has annual wages of more than \$99,000 or there are more than three jobs, see Pub. 505 for additional tables; or, you can use the online withholding estimator at www.irs.gov/W4App.

- 1 Two jobs.** If you have two jobs or you're married filing jointly and your spouse also works, 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 **1** \$ _____
- 2 Three jobs.** If you and/or your spouse have three jobs at the same time, complete lines 2a, 2b, and 2c below. Otherwise, skip to line 3.
- a** 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 **2a** \$ _____
- b** 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 on line 2b **2b** \$ _____
- c** Add the amounts from lines 2a and 2b and enter the result on line 2c **2c** \$ _____
- 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. **3** _____
- 4 Divide** the annual amount on line 1 or line 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 in **Step 4(c)** of Form W-4 for the highest paying job (along with any other additional amount you want withheld) **4** \$ _____

Deductions Worksheet (Keep for your records.)

- 1** Enter an estimate of your 2020 itemized deductions. Such deductions may include qualifying home mortgage interest, charitable contributions, state and local taxes (up to \$10,000), and medical expenses in excess of 10% of your income **1** \$ _____
- 2** Enter: $\left\{ \begin{array}{l} \bullet \$XX,XXX \text{ if you're married filing jointly or qualifying widow(er)} \\ \bullet \$XX,XXX \text{ if you're head of household} \\ \bullet \$XX,XXX \text{ if you're single or married filing separately} \end{array} \right\}$ **2** \$ _____
- 3** If line 1 is greater than line 2, subtract line 2 from line 1. If line 2 is greater than line 1, enter "-0-" **3** \$ _____
- 4** Enter an estimate of your student loan interest, deductible IRA contributions, and certain other adjustments. See Pub. 505 for more information **4** \$ _____
- 5 Add** lines 3 and 4. Enter the result here and in **Step 4(b)** of Form W-4 **5** \$ _____

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person with no other entries on the form; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We also may disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.

Married Filing Jointly or Qualifying Widow(er)

[illegible]

Single or Married Filing Separately

[illegible]

Head of Household

[illegible]



FAQs on the early release of the 2020 Form W-4

1. Why redesign Form W-4?

The new design reduces the form's complexity and increases the transparency and accuracy of the withholding system. While it uses the same underlying information as the old design, it replaces complicated worksheets with more straightforward questions that make accurate withholding easier for employees.

2. What happened to withholding allowances?

Allowances are no longer used for the redesigned Form W-4 to increase transparency, simplicity, and accuracy. In the past, the value of a withholding allowance was tied to the amount of the personal exemption. Due to changes in law, currently you cannot claim personal exemptions or dependency exemptions.

3. Are all employees required to submit a new Form W-4?

No. Employees who have submitted Form W-4 in any year before 2020 are not required to submit a new form merely because of the redesign. Employers will continue to compute withholding based on the information from the employee's most recently submitted Form W-4.

Employee FAQs

4. My tax situation is simple. Are some questions optional?

Yes. The form is divided into 5 steps. The only two steps required for all employees are Step 1, where you enter personal information like your name and filing status, and Step 5, where you sign the form. If Steps 2 – 4 apply to you, your withholding will more accurately match your tax liability if you complete them.

5. What happens if I only fill out step 1 and then sign the form?

Your withholding will be computed based on your filing status's standard deduction and tax rates, with no other adjustments.

6. When should I increase my withholding?

You should increase your withholding if:

1. you hold more than one job at a time or you and your spouse both have jobs (Step 2) or
2. you have income from sources other than jobs that is not subject to withholding (line 4a).

If you do not make these adjustments, you will likely owe additional tax when filing your tax return, and you may owe interest and penalties. With regard to income from other sources, you can pay estimated tax instead of having extra withholding.

7. When should I decrease my withholding?

If you are eligible for income tax credits such as the child tax credit or credit for other dependents, and/or you are eligible for deductions (other than the standard deduction), you can follow the instructions described in lines 3 and 4b to decrease your withholdings by the appropriate amount.

8. I want a refund when I file my tax return. How should I complete the redesigned Form W-4?

The redesigned Form W-4 makes it easier for you to have your withholding match your tax liability. But some employees may prefer to have more of their money withheld from their paychecks throughout the year and then get that money back as a refund when they file their tax returns. The simplest way to increase your withholding is to enter on line 4c the additional amount you would like your employer to withhold from each paycheck after your Form W-4 takes effect. Whether you will be due a refund (and, if so, the amount of your refund) when you file your tax return depends on the details of your entire tax situation.

9. Why do I need to account for multiple jobs (Step 2)? I have never done that before.

Tax rates increase as income rises, and only one standard deduction can be claimed on each tax return, regardless of the number of jobs in the household. Therefore, if you have more than one job at a time or are married filing jointly and both you and your spouse work, more money should usually be withheld from the combined pay for all the jobs than would be withheld if each job was considered by itself. Adjustments to your withholding usually should be made to avoid owing additional tax, and potentially penalties and interest, when you file your tax return. All of this has been true for many years; it did not change with the recent tax law changes. The old Form W-4 accounted for multiple jobs using detailed instructions and worksheets that many employees may have overlooked. Step 2 of the redesigned Form W-4 lists three different options you may choose from to make the necessary withholding adjustments.

10. Which option in Step 2 should I use to account for my multiple jobs? Which is most accurate? What if I don't want to reveal to my employer on my W-4 that I have a second job?

Step 2 allows you to choose **one** of three options, which involve tradeoffs between accuracy, privacy, and ease of use:

- **Option 1:** For maximum accuracy and privacy (to avoid revealing to your employer on your W-4 that you have multiple jobs) use the calculator at www.irs.gov/W4app. You will be guided to enter an additional amount to withhold on line 4c. You will need to know the approximate amount of pay for each job, but you will need to enter the additional amount on the Form W-4 for only one of the jobs. If pay for any of the jobs changes significantly, you will need to furnish a new Form W-4 to have accurate withholding.
- **Option 2:** If you do not have access to the online calculator but wish to have roughly accurate withholding while retaining privacy, you may use Worksheet 1 on page 3 and similarly be guided to enter an additional

amount to withhold on line 4c. You will need to know the approximate amount of pay for each job, but you will need to enter the additional amount on the Form W-4 for only one of the jobs. If pay for any of the jobs changes the additional withholding amount in the lookup table, you will need to furnish a new Form W-4 to have accurate withholding.

- **Option 3:** If there are only two jobs held at the same time in your household, you may check the box in Step 2 on the forms for both jobs. The standard deduction and tax brackets will be divided equally between the two jobs. You would not need to furnish a new Form W-4 to account for pay changes at either job. This option is less accurate—more tax than necessary may be withheld from your wages—but you generally won't have too little tax withheld. (The more similar the earnings at the two jobs, the more accurate this option will be. To get an idea of how much overwithholding you can expect in your case, see the tables that will be provided in the 2020 Pub. 505.) This option reveals to your employer on your W-4 that you have multiple jobs in your household. But it also is the easiest option to use: just check the box.

11. The instructions above Step 3 say that in multiple job households, adjustments in lines 3 through 4b are to be made on only one form, and that withholding will be most accurate if the adjustments are made on the W-4 for the highest paying job. But what happens if pay at two jobs is relatively similar or if the job that pays more changes over time?

In general, making these adjustments on the Form W-4 for the highest paying job increases accuracy. However, if the jobs in your household pay about the same or if the job that pays more changes over time, it is less important which Form W-4 is used to make the adjustment.

12. What if I have a side gig where I'm not treated as an employee?

If you have self-employment income, you will generally owe both income tax and self-employment tax. Form W-4 is primarily intended to be used by employees who are not subject to self-employment tax. Thus, like the old Form W-4, the redesigned Form W-4 does not compute self-employment tax. If you would like to use Form W-4 to make an adjustment to your withholding to account for self-employment income that you will receive from another source, use the withholding calculator at www.irs.gov/W4app or refer to IRS Publication 505.

13. What if I don't want to reveal my non-job income, such as income from earnings on investments or retirement income, to my employer (line 4a)?

You are not required to have tax on non-wage income withheld from your paycheck. Instead, you can pay estimated tax on this income using Form 1040-ES, Estimated Tax for Individuals. However, if you want to use Form W-4 to have tax for this income withheld from your paycheck, you have two options. You can report the income on line 4a. If you don't want to report this income directly on line 4a, you can use the withholding calculator at www.irs.gov/W4app. The calculator will help you calculate the additional amount of tax that should be withheld from your paycheck. You will then enter that amount on line 4c, without reporting the income to your employer. If you expect to have dividend or capital gain income, your withholding will be more accurate if you have the calculator compute the withholding adjustment rather than reporting this income on line 4a.

14. I have a more complex tax situation. Is there a computer program I can use to help me complete Form W-4?

Yes. To provide maximum accuracy, you are encouraged to use the withholding calculator available at www.irs.gov/W4app. Updates and improvements to the calculator are underway that will be compatible with the redesigned Form W-4 in 2020. You may wish to use the withholding calculator if you:

1. expect to work only part of the year,
2. have dividend or capital gain income or are subject to additional taxes, such as the net investment income tax,
3. have self-employment income,
4. prefer the most accurate withholding for multiple job situations, or
5. prefer to limit information provided in Steps 2–4 but do not want to sacrifice accuracy.

Employer FAQs

15. Does this mean our software will need two systems—one for forms submitted before 2020 and another for forms submitted after 2019?

Not necessarily. The same set of withholding tables will be used for both sets of forms. You can apply these tables separately to systems for new and old forms. Or, rather than having two separate systems, you may prefer to use a single system based on the redesigned form. To do this, you could enter zero or leave blank information for old forms for the data fields that capture the information on the redesigned form but was not provided to you under the old design. Additional guidance will be provided on the payroll calculations needed based on the data fields on the new and old forms.

16. How do I treat employees hired after 2019 who do not submit a Form W-4?

New employees who fail to submit a Form W-4 after 2019 will be treated as a single filer with no other adjustments. This means that a single filer's standard deduction with no other entries will be taken into account in determining withholding. The IRS and the Treasury Department anticipate issuing guidance consistent with this approach.

17. Are employees hired after 2019 required to use the redesigned form?

Yes. Beginning in 2020, all new employees must use the redesigned form. Similarly, any employees hired prior to 2020 who wish to adjust their withholding must use the redesigned form.

18. What about employees hired prior to 2020 who want to adjust withholding from their pay dated January 1, 2020, or later?

Employees must use the redesigned form.

19. May I ask all of my employees hired before 2020 to submit new Forms W-4 using the redesigned version of the form?

Yes. You may ask, but as part of the request you should explain that:

1. they are not required to submit new Form W-4 and
2. if they do not submit a new Form W-4, withholding will continue based on a valid form previously submitted.

For those employees who furnished forms before 2020 and who do not furnish a new one after 2019, you must continue to withhold based on the forms previously submitted. You are not permitted to treat employees as failing to furnish Forms W-4 if they don't furnish a new Form W-4. Note that special rules apply to Forms W-4 claiming exemption from withholding.

20. Will there still be an adjustment for nonresident aliens?

Yes. The IRS will provide instructions in the 2020 Publication 15-T, Federal Income Tax Withholding Methods on the additional amounts that should be added to wages to determine withholding for nonresident aliens. Additionally, nonresident alien employees should continue to follow the special instructions in Notice 1392 when completing their Forms W-4.

Page Last Reviewed or Updated: 28-Jun-2019



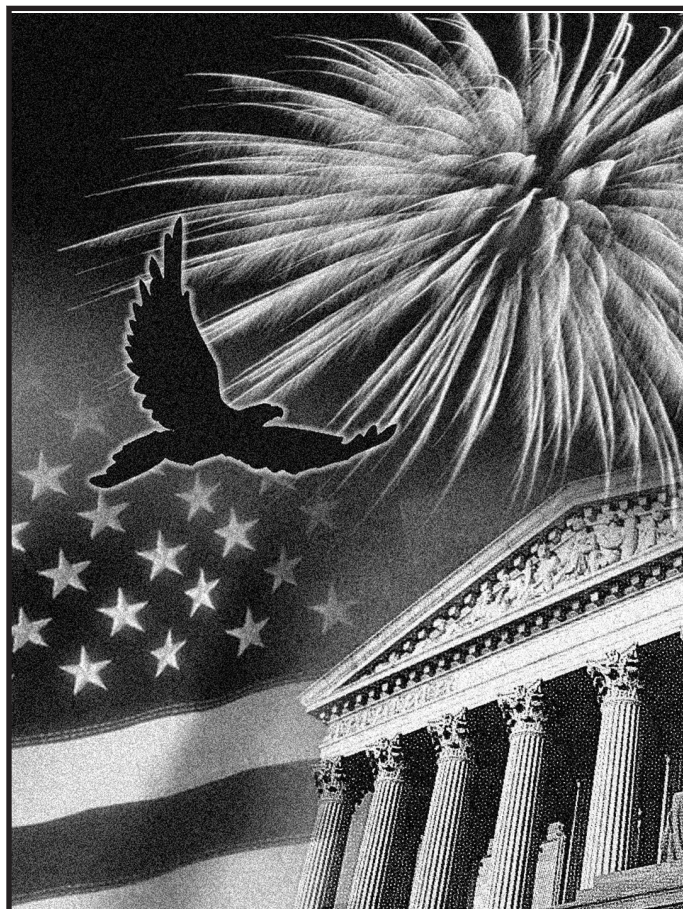
Department of the Treasury
Internal Revenue Service

Publication 15-T

Cat. No. 32112B

Federal Income Tax Withholding Methods

For use in **2020**



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Future Developments

For the latest information about developments related to Pub. 15-T, such as legislation enacted after it was published, go to [IRS.gov/Pub15T](https://www.irs.gov/pub15t).

Introduction

The way employers will figure federal income tax withholding for 2020 Form W-4, Employee's Withholding Certificate, is changing to match the changes to the new form. This special draft release of new Pub. 15-T contains a look at the new employer steps to figure federal income tax withholding.

The 2020 Form W-4 has been redesigned to reduce the form's complexity and to increase transparency and accuracy in the withholding system. Beginning with the 2020 Form W-4, employees will no longer be able to request adjustments to their withholding using withholding allowances. Instead, using the new Form W-4, employees will provide employers with amounts to increase or reduce taxes and amounts to increase or decrease the amount of wage income subject to income tax withholding. **The computations described in this publication will allow employers to figure withholding regardless of whether the employee provided a Form W-4 in an earlier year or will provide a new Form W-4 in 2020. This publication also allows employers to figure withholding based on their payroll system (automated or manual) and withholding method of choice.**



The Percentage Method tables, Wage Bracket Method tables, and amounts to add to the wages of a nonresident alien employee provided in this draft are based on the 2019 inflationary adjustments for purposes of programming and testing. Once the 2020 inflation-adjusted amounts are available, they will be included in this Pub. 15-T.

2020 Form W-4

The 2020 Form W-4 is broken up into steps. Every 2020 Form W-4 employers receive from an employee should show a completed Step 1 (name, address, social security number, and filing status) and a dated signature on Step 5. Employees will complete Steps 2, 3, and/or 4 only if relevant to their personal situation. Steps 2, 3, and 4 show adjustments that will affect withholding calculations.

For employees who don't complete any steps other than Step 1 and Step 5, employers will withhold the amount based on the filing status and wage amounts.

For employees completing one or more of Steps 2, 3, and/or 4 on Form W-4, adjustments are as follows.

Step 2. If the employee checks the box in Step 2, the employer will figure withholding from the "Form W-4, Step 2, Checkbox" column in the Percentage Method or Wage Bracket Method tables. This will mean higher withholding for the employee. If the employee chooses one of the other two alternatives from this step, the additional withholding will be included with any other additional tax amounts **per pay period** in Step 4(c).

Step 3. Employers will use the amount on this line as an **annual** reduction in the amount of withholding. Employers should use the amount that the employee entered as the total in Step 3 of Form W-4 even if it is not equal to the sum of any amounts entered on the left in Step 3 because the total may take into account other tax credits. If the Step 3 total is blank, but there are amounts entered on the left in Step 3, the employer should consider asking the employee if leaving the line blank was intended.

Steps 4(a) and 4(b). Employers will increase the annual amount of wages subject to income tax withholding by the **annual** amount shown on Step 4(a) and reduce the annual amount of wages subject to income tax withholding by the **annual** amount shown on Step 4(b).

Step 4(c). Employers will increase withholding by the **per pay period** tax amount on Step 4(c).

Additional information. See the Frequently Asked Questions (FAQs), available at [IRS.gov/Pub15T](https://www.irs.gov/pub15t), for answers to questions employers and employees may have about the changes in the Form W-4 and figuring withholding.

Exemption from withholding. Employees who write "Exempt" on Form W-4 in the space below Step 4(c) shall have no federal income tax withheld from their paychecks.

Electronic system to receive Form W-4. If you maintain an electronic Form W-4 system, you should provide a field for employees who are eligible and want to claim an exemption from withholding to certify that they are exempt instead of writing "Exempt" below Step 4(c). You should also include the two conditions that taxpayers are certifying that they meet: "you had no federal income tax liability

in 2019 and you expect to have no federal income tax liability in 2020". Additionally, you should continue to provide a field for nonresident aliens to enter nonresident alien status.

Withholding Adjustment for Nonresident Alien Employees

Apply the procedure discussed next to figure the amount of federal income tax to withhold from the wages of nonresident alien employees performing services within the United States.

This procedure only applies to nonresident alien employees who have wages subject to income tax withholding.



Nonresident alien students from India and business apprentices from India aren't subject to this procedure.

Instructions. To figure how much federal income tax to withhold from the wages paid to a nonresident alien employee performing services in the United States, use the following steps.

Step 1. Determine if the nonresident alien employee has submitted a 2020 Form W-4 or an earlier Form W-4. Then add to the wages paid to the nonresident alien employee for the payroll period the amount for the applicable type of Form W-4 and payroll period.

If the nonresident alien employee started before 2020 and **has not** submitted a Form W-4 for 2020 or later, add the amount shown in Table 1 to their wages for calculating federal income tax withholding.

Table 1

Payroll Period	Add Additional
Weekly	\$153.80
Biweekly	307.70
Semimonthly	333.30
Monthly	666.70
Quarterly	2,000.00
Semiannually	4,000.00
Annually	8,000.00
Daily or Miscellaneous (each day of the payroll period)	30.80

If the nonresident alien employee has submitted a Form W-4 for **2020 or later** or started in 2020 or later, add the amount shown in Table 2 to their wages for calculating federal income tax withholding.

Table 2

Payroll Period	Add Additional
Weekly	\$234.60
Biweekly	461.50
Semimonthly	500.00
Monthly	1,016.70
Quarterly	3,050.00
Semiannually	6,100.00
Annually	12,200.00
Daily or Miscellaneous (each day of the payroll period)	46.90

Step 2. Enter the amount figured in *Step 1* above as the total taxable wages on line 1a of the withholding worksheet that you use to figure federal income tax withholding.

The amounts from Tables 1 and 2 are added to wages solely for calculating income tax withholding on the wages of the nonresident alien employee. The amounts from the tables shouldn't be included in any box on the employee's Form W-2 and don't increase the income tax liability of the employee. Also, the amounts from the tables don't increase the social security tax or Medicare tax liability of the employer or the employee, or the FUTA tax liability of the employer.

Example. An employer pays wages of \$300 for a weekly payroll period to a married nonresident alien employee. The nonresident alien has a properly completed 2019 Form W-4 on file with the employer that shows marital status as "single" with one withholding allowance and indicated status as a nonresident alien on Form W-4, line 6 (see *Nonresident alien employee's Form W-4*, in section 9 of Pub. 15). The employer determines the wages to be used in the withholding tables by adding to the \$300 amount of wages paid the amount of \$153.80 from

Table 1 under *Step 1* (\$453.80 total). The employer has a manual payroll system and prefers to use the Wage Bracket Method tables to figure withholding. The employer will use Worksheet 3 and the withholding tables in section 3 to determine the income tax withholding for the nonresident alien employee. In this example, the employer would withhold \$xx in federal income tax from the weekly wages of the nonresident alien employee.

The \$153.80 added to wages for calculating income tax withholding isn't reported on Form W-2, and doesn't increase the income tax liability of the employee. Also, the \$153.80 added to wages doesn't affect the social security tax or Medicare tax liability of the employer or the employee, or the FUTA tax liability of the employer.

Supplemental wage payment. This procedure for determining the amount of federal income tax withholding doesn't apply to a supplemental wage payment (see section 7 in Pub. 15) if the 37% mandatory flat rate withholding applies or if the 22% optional flat rate withholding is being used to calculate income tax withholding on the supplemental wage payment.

Rounding

To figure the income tax to withhold, you may reduce the last digit of the wages to zero, or figure the wages to the nearest dollar. You may also round the tax for the pay period to the nearest dollar. If rounding is used, it must be used consistently. Withheld tax amounts should be rounded to the nearest whole dollar by dropping amounts under 50 cents and increasing amounts from 50 to 99 cents to the next dollar. For example, \$2.30 becomes \$2 and \$2.50 becomes \$3. This rounding meets the tolerances under section 3402(h)(4).

1. Percentage Method Tables for Automated Payroll Systems

If you have an automated payroll system, use the worksheet below and the Percentage Method tables that follow

Worksheet 1. Employer's Withholding Worksheet for Percentage Method Tables for Automated Payroll Systems

Keep for Your Records



Note. This illustrates what the 2020 procedure could look like by using the 2019 tax parameters. There would be just one procedure for both the Form W-4 from before 2020 and new Form W-4. The formatting will change, and some of the details may need to be modified slightly to conform to the final Form W-4.

Table 3	Semiannually	Quarterly	Monthly	Semimonthly	Biweekly	Weekly	Daily
	2	4	12	24	26	52	260

Step 1. Adjust the employee's wage amount

- 1a Enter the employee's total taxable wages this payroll period 1a \$ _____
- 1b Enter the number of pay periods you have per year (see Table 3) 1b _____
- 1c Multiply the amount on line 1a by the number on line 1b 1c \$ _____

If the employee **HAS** submitted a Form W-4 for 2020 or later, figure the Adjusted Annual Wage Amount as follows:

- 1d Enter the amount from Step 4(a) of the employee's Form W-4 1d \$ _____
- 1e Add lines 1c and 1d 1e \$ _____
- 1f Enter the amount from Step 4(b) of the employee's Form W-4 1f \$ _____
- 1g If the box in Step 2 of Form W-4 is checked, enter -0-. If the box is not checked, enter \$12,600 if the taxpayer is married filing jointly or \$8,400 otherwise 1g \$ _____
- 1h Add lines 1f and 1g 1h \$ _____
- 1i Subtract line 1h from line 1e. If zero or less, enter -0-. This is the **Adjusted Annual Wage Amount** 1i \$ _____

If the employee **HAS NOT** submitted a Form W-4 for 2020 or later, figure the Adjusted Annual Wage Amount as follows:

- 1j Enter the number of allowances claimed on the employee's most recent Form W-4 1j _____
- 1k Multiply line 1j by \$4,200 1k \$ _____
- 1l Subtract line 1k from line 1c. If zero or less, enter -0-. This is the **Adjusted Annual Wage Amount** 1l \$ _____

Step 2. Figure the Tentative Withholding Amount

based on the employee's Adjusted Annual Wage Amount; filing status (Step 1(c) of the 2020 Form W-4) or marital status (line 3 of Form W-4 from before 2020); and whether the box in Step 2 of 2020 Form W-4 is checked.

Note. Don't use the Head of Household table if the Form W-4 is from before 2020.

- 2a Enter the employee's **Adjusted Annual Wage Amount** from line 1i or 1l above 2a \$ _____
- 2b Find the row in the appropriate **Annual Percentage Method** table in which the amount on line 2a is at least the amount in column A but less than the amount in column B, then enter here the amount from column A of that row 2b \$ _____
- 2c Enter the amount from column C of that row 2c \$ _____
- 2d Enter the percentage from column D of that row 2d _____ %
- 2e Subtract line 2b from line 2a 2e \$ _____
- 2f Multiply the amount on line 2e by the percentage on line 2d 2f \$ _____
- 2g Add line 2c and line 2f 2g \$ _____
- 2h Divide the amount on line 2g by the number of pay periods on line 1b. This is the **Tentative Withholding Amount** 2h \$ _____

Step 3. Account for tax credits

- 3a If the employee's Form W-4 is from 2020, enter the amount from Step 3 of that form; otherwise enter -0- 3a \$ _____
- 3b Divide the amount on line 3a by the number of pay periods on line 1b 3b \$ _____
- 3c Subtract line 3b from line 2h. If zero or less, enter -0- 3c \$ _____

Step 4. Figure the final amount to withhold

- 4a Enter the additional amount to withhold from the employee's Form W-4 (Step 4(c) of the 2020 form or line 6 on earlier forms) 4a \$ _____
- 4b Add lines 3c and 4a. **This is the amount to withhold from the employee's wages this pay period** 4b \$ _____

to figure federal income tax withholding. This method works for Forms W-4 from before 2020 and Forms W-4 from 2020 or later. This method also works for any amount of wages. If the Form W-4 is from before 2020, this method works for any number of withholding allowances claimed.

Percentage Method Tables for Automated Payroll Systems

Note. This illustrates what the 2020 tables would look like by using the 2019 tax parameters.

STANDARD Withholding Rate Schedules (Use these if the Form W-4 is from before 2020, or if the Form W-4 is from 2020 or later and the box in Step 2 of Form W-4 is NOT checked.)					Form W-4, Step 2, Checkbox, Withholding Rate Schedules (Use these if the Form W-4 is from 2020 or later and the box in Step 2 of Form W-4 IS checked.)				
If the Adjusted Annual Wage Amount (line 2a) is:		The tentative amount to withhold	Plus this percentage	of the amount that the Adjusted Annual Wage exceeds—	If the Adjusted Annual Wage Amount (line 2a) is:		The tentative amount to withhold	Plus this percentage	of the amount that the Adjusted Annual Wage exceeds—
At least—	But less than—	is:	—		At least—	But less than—	is:	—	
A	B	C	D	E	A	B	C	D	E
Married Filing Jointly					Married Filing Jointly				
\$0	\$11,800	\$0.00	0%	\$0	\$0	\$12,200	\$0.00	0%	\$0
\$11,800	\$31,200	\$0.00	10%	\$11,800	\$12,200	\$21,900	\$0.00	10%	\$12,200
\$31,200	\$90,750	\$1,940.00	12%	\$31,200	\$21,900	\$51,675	\$970.00	12%	\$21,900
\$90,750	\$180,200	\$9,086.00	22%	\$90,750	\$51,675	\$96,400	\$4,543.00	22%	\$51,675
\$180,200	\$333,250	\$28,765.00	24%	\$180,200	\$96,400	\$172,925	\$14,382.50	24%	\$96,400
\$333,250	\$420,000	\$65,497.00	32%	\$333,250	\$172,925	\$216,300	\$32,748.50	32%	\$172,925
\$420,000	\$624,150	\$93,257.00	35%	\$420,000	\$216,300	\$318,375	\$46,628.50	35%	\$216,300
\$624,150		\$164,709.50	37%	\$624,150	\$318,375		\$82,354.75	37%	\$318,375
Single					Single				
\$0	\$3,800	\$0.00	0%	\$0	\$0	\$6,100	\$0.00	0%	\$0
\$3,800	\$13,500	\$0.00	10%	\$3,800	\$6,100	\$10,950	\$0.00	10%	\$6,100
\$13,500	\$43,275	\$970.00	12%	\$13,500	\$10,950	\$25,838	\$485.00	12%	\$10,950
\$43,275	\$88,000	\$4,543.00	22%	\$43,275	\$25,838	\$48,200	\$2,271.50	22%	\$25,838
\$88,000	\$164,525	\$14,382.50	24%	\$88,000	\$48,200	\$86,463	\$7,191.25	24%	\$48,200
\$164,525	\$207,900	\$32,748.50	32%	\$164,525	\$86,463	\$108,150	\$16,374.25	32%	\$86,463
\$207,900	\$514,100	\$46,628.50	35%	\$207,900	\$108,150	\$261,250	\$23,314.25	35%	\$108,150
\$514,100		\$153,798.50	37%	\$514,100	\$261,250		\$76,899.25	37%	\$261,250
Head of Household					Head of Household				
\$0	\$9,950	\$0.00	0%	\$0	\$0	\$9,175	\$0.00	0%	\$0
\$9,950	\$23,800	\$0.00	10%	\$9,950	\$9,175	\$16,100	\$0.00	10%	\$9,175
\$23,800	\$62,800	\$1,385.00	12%	\$23,800	\$16,100	\$35,600	\$692.50	12%	\$16,100
\$62,800	\$94,150	\$6,065.00	22%	\$62,800	\$35,600	\$51,275	\$3,032.50	22%	\$35,600
\$94,150	\$170,650	\$12,962.00	24%	\$94,150	\$51,275	\$89,525	\$6,481.00	24%	\$51,275
\$170,650	\$214,050	\$31,322.00	32%	\$170,650	\$89,525	\$111,225	\$15,661.00	32%	\$89,525
\$214,050	\$520,250	\$45,210.00	35%	\$214,050	\$111,225	\$264,325	\$22,605.00	35%	\$111,225
\$520,250		\$152,380.00	37%	\$520,250	\$264,325		\$76,190.00	37%	\$264,325

2. Wage Bracket Method Tables for Manual Payroll Systems With Forms W-4 From 2020 or Later

If you compute payroll manually, your employee has submitted a Form W-4 for 2020 or later, and you prefer to use

Worksheet 2. Employer's Withholding Worksheet for Wage Bracket Method Tables for Manual Payroll Systems With Forms W-4 From 2020 or Later

the Wage Bracket method, use the worksheet below and the Wage Bracket Method tables that follow to figure federal income tax withholding.

The Wage Bracket Method tables cover only up to approximately \$100,000 in annual wages. If you can't use the Wage Bracket Method tables because taxable wages exceed the amount from the last bracket of the table (based on filing status and pay period), use the Percentage Method tables in section 4.

Keep for Your Records 

Note. This illustrates what the 2020 procedure could look like by using the 2019 tax parameters.

Table 4	Monthly	Semimonthly	Biweekly	Weekly	Daily
	12	24	26	52	260

Step 1. Adjust the employee's wage amount

- | | | | |
|----|--|----|----|
| 1a | Enter the employee's total taxable wages this payroll period | 1a | \$ |
| 1b | Enter the number of pay periods you have per year (see Table 4) | 1b | |
| 1c | Enter the amount from Step 4(a) of the employee's Form W-4 | 1c | \$ |
| 1d | Divide the amount on line 1c by the number of pay periods on line 1b | 1d | \$ |
| 1e | Add lines 1a and 1d | 1e | \$ |
| 1f | Enter the amount from Step 4(b) of the employee's Form W-4 | 1f | \$ |
| 1g | Divide the amount on line 1f by the number of pay periods on line 1b | 1g | \$ |
| 1h | Subtract line 1g from line 1e. If zero or less, enter -0-. This is the Adjusted Wage Amount | 1h | \$ |

Step 2. Figure the Tentative Withholding Amount

- | | | | |
|----|--|----|----|
| 2a | Use the amount on line 1h to look up the tentative amount to withhold in the appropriate Wage Bracket Table in this section for your pay frequency, given the employee's filing status and whether the employee has checked the box in Step 2 of Form W-4. This is the Tentative Withholding Amount | 2a | \$ |
|----|--|----|----|

Step 3. Account for tax credits

- | | | | |
|----|--|----|----|
| 3a | Enter the amount from Step 3 of the employee's Form W-4 | 3a | \$ |
| 3b | Divide the amount on line 3a by the number of pay periods on line 1b | 3b | \$ |
| 3c | Subtract line 3b from line 2a. If zero or less, enter -0- | 3c | \$ |

Step 4. Figure the final amount to withhold

- | | | | |
|----|--|----|----|
| 4a | Enter the additional amount to withhold from Step 4(c) of the employee's Form W-4 | 4a | \$ |
| 4b | Add lines 3c and 4a. This is the amount to withhold from the employee's wages this pay period | 4b | \$ |

2020 Wage Bracket Method Tables for Manual Payroll Systems With Forms W-4 From 2020 or Later

Note. This illustrates what the 2020 tables would look like by using the 2019 tax parameters.

WEEKLY Payroll Period									
If the Adjusted Wage Amount (line 1h) is		Married Filing Jointly		Head of Household		Single			
		Form W-4, Step 2,		Form W-4, Step 2,		Form W-4, Step 2,			
		Standard withholding	Checkbox withholding	Standard withholding	Checkbox withholding	Standard withholding	Checkbox withholding		
At least	But less than	The amount of income tax withheld shall be:							
\$0	\$120	\$0	\$0	\$0	\$0	\$0	\$0		
\$120	\$130	\$0	\$0	\$0	\$0	\$0	\$1		
\$130	\$140	\$0	\$0	\$0	\$0	\$0	\$2		
\$140	\$150	\$0	\$0	\$0	\$0	\$0	\$3		
\$150	\$160	\$0	\$0	\$0	\$0	\$0	\$4		
\$160	\$170	\$0	\$0	\$0	\$0	\$0	\$5		
\$170	\$180	\$0	\$0	\$0	\$0	\$0	\$6		
\$180	\$190	\$0	\$0	\$0	\$1	\$0	\$7		
\$190	\$200	\$0	\$0	\$0	\$2	\$0	\$8		
\$200	\$210	\$0	\$0	\$0	\$3	\$0	\$9		
\$210	\$220	\$0	\$0	\$0	\$4	\$0	\$10		
\$220	\$230	\$0	\$0	\$0	\$5	\$0	\$11		
\$230	\$240	\$0	\$0	\$0	\$6	\$0	\$12		
\$240	\$250	\$0	\$1	\$0	\$7	\$1	\$13		
\$250	\$260	\$0	\$2	\$0	\$8	\$2	\$15		
\$260	\$270	\$0	\$3	\$0	\$9	\$3	\$16		
\$270	\$280	\$0	\$4	\$0	\$10	\$4	\$17		
\$280	\$290	\$0	\$5	\$0	\$11	\$5	\$18		
\$290	\$300	\$0	\$6	\$0	\$12	\$6	\$19		
\$300	\$310	\$0	\$7	\$0	\$13	\$7	\$21		
\$310	\$320	\$0	\$8	\$0	\$14	\$8	\$22		
\$320	\$330	\$0	\$9	\$0	\$15	\$9	\$23		
\$330	\$340	\$0	\$10	\$0	\$16	\$10	\$24		
\$340	\$350	\$0	\$11	\$0	\$18	\$11	\$25		
\$350	\$360	\$0	\$12	\$0	\$19	\$12	\$27		
\$360	\$370	\$0	\$13	\$1	\$20	\$13	\$28		
\$370	\$380	\$0	\$14	\$2	\$21	\$14	\$29		
\$380	\$390	\$0	\$15	\$3	\$22	\$15	\$30		
\$390	\$400	\$0	\$16	\$4	\$24	\$16	\$31		
\$400	\$410	\$0	\$17	\$5	\$25	\$17	\$33		
\$410	\$420	\$0	\$18	\$6	\$26	\$18	\$34		
\$420	\$430	\$0	\$19	\$7	\$27	\$19	\$35		
\$430	\$440	\$0	\$20	\$8	\$28	\$20	\$36		
\$440	\$450	\$0	\$22	\$9	\$30	\$22	\$37		
\$450	\$460	\$0	\$23	\$10	\$31	\$23	\$39		
\$460	\$470	\$0	\$24	\$11	\$32	\$24	\$40		
\$470	\$480	\$1	\$25	\$12	\$33	\$25	\$41		
\$480	\$490	\$2	\$26	\$13	\$34	\$26	\$42		
\$490	\$500	\$3	\$28	\$14	\$36	\$28	\$43		
\$500	\$510	\$4	\$29	\$15	\$37	\$29	\$45		
\$510	\$520	\$5	\$30	\$16	\$38	\$30	\$48		
\$520	\$530	\$6	\$31	\$17	\$39	\$31	\$50		
\$530	\$540	\$7	\$32	\$18	\$40	\$32	\$52		
\$540	\$550	\$8	\$34	\$19	\$42	\$34	\$54		

2020 Wage Bracket Method Tables for Manual Payroll Systems With Forms W-4 From 2020 or Later

Note. This illustrates what the 2020 tables would look like by using the 2019 tax parameters.

WEEKLY Payroll Period									
If the Adjusted Wage Amount (line 1h) is		Married Filing Jointly		Head of Household		Single			
		Form W-4, Step 2,		Form W-4, Step 2,		Form W-4, Step 2,			
		Standard withholding	Checkbox withholding	Standard withholding	Checkbox withholding	Standard withholding	Checkbox withholding		
At least	But less than	The amount of income tax withheld shall be:							
\$550	\$560	\$9	\$35	\$20	\$43	\$35	\$56		
\$560	\$570	\$10	\$36	\$21	\$44	\$36	\$59		
\$570	\$580	\$11	\$37	\$22	\$45	\$37	\$61		
\$580	\$590	\$12	\$38	\$23	\$46	\$38	\$63		
\$590	\$600	\$13	\$40	\$24	\$48	\$40	\$65		
\$600	\$610	\$14	\$41	\$25	\$49	\$41	\$67		
\$610	\$620	\$15	\$42	\$26	\$50	\$42	\$70		
\$620	\$630	\$16	\$43	\$27	\$51	\$43	\$72		
\$630	\$640	\$17	\$44	\$29	\$52	\$44	\$74		
\$640	\$650	\$18	\$46	\$30	\$54	\$46	\$76		
\$650	\$660	\$19	\$47	\$31	\$55	\$47	\$78		
\$660	\$670	\$20	\$48	\$32	\$56	\$48	\$81		
\$670	\$680	\$21	\$49	\$33	\$57	\$49	\$83		
\$680	\$690	\$22	\$50	\$35	\$58	\$50	\$85		
\$690	\$700	\$23	\$52	\$36	\$61	\$52	\$87		
\$700	\$710	\$24	\$53	\$37	\$63	\$53	\$89		
\$710	\$720	\$25	\$54	\$38	\$65	\$54	\$92		
\$720	\$730	\$26	\$55	\$39	\$67	\$55	\$94		
\$730	\$740	\$27	\$56	\$41	\$69	\$56	\$96		
\$740	\$750	\$28	\$58	\$42	\$72	\$58	\$98		
\$750	\$760	\$29	\$59	\$43	\$74	\$59	\$100		
\$760	\$770	\$30	\$60	\$44	\$76	\$60	\$103		
\$770	\$780	\$31	\$61	\$45	\$78	\$61	\$105		
\$780	\$790	\$32	\$62	\$47	\$80	\$62	\$107		
\$790	\$800	\$33	\$64	\$48	\$83	\$64	\$109		
\$800	\$810	\$34	\$65	\$49	\$85	\$65	\$111		
\$810	\$820	\$35	\$66	\$50	\$87	\$66	\$114		
\$820	\$830	\$36	\$67	\$51	\$89	\$67	\$116		
\$830	\$840	\$37	\$68	\$53	\$91	\$68	\$118		
\$840	\$850	\$38	\$70	\$54	\$94	\$70	\$120		
\$850	\$860	\$39	\$71	\$55	\$96	\$71	\$122		
\$860	\$870	\$40	\$72	\$56	\$98	\$72	\$125		
\$870	\$880	\$41	\$73	\$57	\$100	\$73	\$127		
\$880	\$890	\$42	\$74	\$59	\$102	\$74	\$129		
\$890	\$900	\$44	\$76	\$60	\$105	\$76	\$131		
\$900	\$910	\$45	\$77	\$61	\$107	\$77	\$133		
\$910	\$920	\$46	\$78	\$62	\$109	\$78	\$136		
\$920	\$930	\$47	\$79	\$63	\$111	\$79	\$138		
\$930	\$940	\$48	\$80	\$65	\$113	\$80	\$140		
\$940	\$950	\$50	\$82	\$66	\$116	\$82	\$143		
\$950	\$960	\$51	\$83	\$67	\$118	\$83	\$145		
\$960	\$970	\$52	\$84	\$68	\$120	\$84	\$147		
\$970	\$980	\$53	\$85	\$69	\$122	\$85	\$150		
\$980	\$990	\$54	\$86	\$71	\$124	\$86	\$152		
\$990	\$1,000	\$56	\$88	\$72	\$127	\$88	\$155		
\$1,000	\$1,010	\$57	\$90	\$73	\$129	\$90	\$157		
\$1,010	\$1,020	\$58	\$92	\$74	\$132	\$92	\$159		

2020 Wage Bracket Method Tables for Manual Payroll Systems With Forms W-4 From 2020 or Later

Note. This illustrates what the 2020 tables would look like by using the 2019 tax parameters.

WEEKLY Payroll Period									
If the Adjusted Wage Amount (line 1h) is		Married Filing Jointly		Head of Household		Single			
		Form W-4, Step 2,		Form W-4, Step 2,		Form W-4, Step 2,			
		Standard withholding	Checkbox withholding	Standard withholding	Checkbox withholding	Standard withholding	Checkbox withholding		
At least	But less than	The amount of income tax withheld shall be:							
\$1,020	\$1,030	\$59	\$94	\$75	\$134	\$94	\$162		
\$1,030	\$1,040	\$60	\$96	\$77	\$136	\$96	\$164		
\$1,040	\$1,050	\$62	\$99	\$78	\$139	\$99	\$167		
\$1,050	\$1,060	\$63	\$101	\$79	\$141	\$101	\$169		
\$1,060	\$1,070	\$64	\$103	\$80	\$144	\$103	\$171		
\$1,070	\$1,080	\$65	\$105	\$81	\$146	\$105	\$174		
\$1,080	\$1,090	\$66	\$107	\$83	\$148	\$107	\$176		
\$1,090	\$1,100	\$68	\$110	\$84	\$151	\$110	\$179		
\$1,100	\$1,110	\$69	\$112	\$85	\$153	\$112	\$181		
\$1,110	\$1,120	\$70	\$114	\$86	\$156	\$114	\$183		
\$1,120	\$1,130	\$71	\$116	\$87	\$158	\$116	\$186		
\$1,130	\$1,140	\$72	\$118	\$89	\$160	\$118	\$188		
\$1,140	\$1,150	\$74	\$121	\$90	\$163	\$121	\$191		
\$1,150	\$1,160	\$75	\$123	\$91	\$165	\$123	\$193		
\$1,160	\$1,170	\$76	\$125	\$92	\$168	\$125	\$195		
\$1,170	\$1,180	\$77	\$127	\$93	\$170	\$127	\$198		
\$1,180	\$1,190	\$78	\$129	\$95	\$172	\$129	\$200		
\$1,190	\$1,200	\$80	\$132	\$96	\$175	\$132	\$203		
\$1,200	\$1,210	\$81	\$134	\$97	\$177	\$134	\$205		
\$1,210	\$1,220	\$82	\$136	\$98	\$180	\$136	\$207		
\$1,220	\$1,230	\$83	\$138	\$99	\$182	\$138	\$210		
\$1,230	\$1,240	\$84	\$140	\$101	\$184	\$140	\$212		
\$1,240	\$1,250	\$86	\$143	\$102	\$187	\$143	\$215		
\$1,250	\$1,260	\$87	\$145	\$103	\$189	\$145	\$217		
\$1,260	\$1,270	\$88	\$147	\$104	\$192	\$147	\$219		
\$1,270	\$1,280	\$89	\$149	\$105	\$194	\$149	\$222		
\$1,280	\$1,290	\$90	\$151	\$107	\$196	\$151	\$224		
\$1,290	\$1,300	\$92	\$154	\$108	\$199	\$154	\$227		
\$1,300	\$1,310	\$93	\$156	\$109	\$201	\$156	\$229		
\$1,310	\$1,320	\$94	\$158	\$110	\$204	\$158	\$231		
\$1,320	\$1,330	\$95	\$160	\$111	\$206	\$160	\$234		
\$1,330	\$1,340	\$96	\$162	\$113	\$208	\$162	\$236		
\$1,340	\$1,350	\$98	\$165	\$114	\$211	\$165	\$239		
\$1,350	\$1,360	\$99	\$167	\$115	\$213	\$167	\$241		
\$1,360	\$1,370	\$100	\$169	\$116	\$216	\$169	\$243		
\$1,370	\$1,380	\$101	\$171	\$118	\$218	\$171	\$246		
\$1,380	\$1,390	\$102	\$173	\$120	\$220	\$173	\$248		
\$1,390	\$1,400	\$104	\$176	\$122	\$223	\$176	\$251		
\$1,400	\$1,410	\$105	\$178	\$125	\$225	\$178	\$253		
\$1,410	\$1,420	\$106	\$180	\$127	\$228	\$180	\$255		
\$1,420	\$1,430	\$107	\$182	\$129	\$230	\$182	\$258		
\$1,430	\$1,440	\$108	\$184	\$131	\$232	\$184	\$260		
\$1,440	\$1,450	\$110	\$187	\$133	\$235	\$187	\$263		
\$1,450	\$1,460	\$111	\$189	\$136	\$237	\$189	\$265		
\$1,460	\$1,470	\$112	\$191	\$138	\$240	\$191	\$267		
\$1,470	\$1,480	\$113	\$193	\$140	\$242	\$193	\$270		
\$1,480	\$1,490	\$114	\$195	\$142	\$244	\$195	\$272		

2020 Wage Bracket Method Tables for Manual Payroll Systems With Forms W-4 From 2020 or Later

Note. This illustrates what the 2020 tables would look like by using the 2019 tax parameters.

WEEKLY Payroll Period								
If the Adjusted Wage Amount (line 1h) is		Married Filing Jointly		Head of Household		Single		
		Form W-4, Step 2,		Form W-4, Step 2,		Form W-4, Step 2,		
At least	But less than	Standard withholding	Checkbox withholding	Standard withholding	Checkbox withholding	Standard withholding	Checkbox withholding	
		The amount of income tax withheld shall be:						
\$1,490	\$1,500	\$116	\$198	\$144	\$247	\$198		\$275
\$1,500	\$1,510	\$117	\$200	\$147	\$249	\$200		\$277
\$1,510	\$1,520	\$118	\$202	\$149	\$252	\$202		\$279
\$1,520	\$1,530	\$119	\$204	\$151	\$254	\$204		\$282
\$1,530	\$1,540	\$120	\$206	\$153	\$256	\$206		\$284
\$1,540	\$1,550	\$122	\$209	\$155	\$259	\$209		\$287
\$1,550	\$1,560	\$123	\$211	\$158	\$261	\$211		\$289
\$1,560	\$1,570	\$124	\$213	\$160	\$264	\$213		\$291
\$1,570	\$1,580	\$125	\$215	\$162	\$266	\$215		\$294
\$1,580	\$1,590	\$126	\$217	\$164	\$268	\$217		\$296
\$1,590	\$1,600	\$128	\$220	\$166	\$271	\$220		\$299
\$1,600	\$1,610	\$129	\$222	\$169	\$273	\$222		\$301
\$1,610	\$1,620	\$130	\$224	\$171	\$276	\$224		\$303
\$1,620	\$1,630	\$131	\$226	\$173	\$278	\$226		\$306
\$1,630	\$1,640	\$132	\$228	\$175	\$280	\$228		\$308
\$1,640	\$1,650	\$134	\$231	\$177	\$283	\$231		\$311
\$1,650	\$1,660	\$135	\$233	\$180	\$285	\$233		\$313
\$1,660	\$1,670	\$136	\$235	\$182	\$288	\$235		\$316
\$1,670	\$1,680	\$137	\$237	\$184	\$290	\$237		\$319
\$1,680	\$1,690	\$138	\$239	\$186	\$292	\$239		\$322
\$1,690	\$1,700	\$140	\$242	\$188	\$295	\$242		\$325
\$1,700	\$1,710	\$141	\$244	\$191	\$297	\$244		\$328
\$1,710	\$1,720	\$142	\$246	\$193	\$300	\$246		\$332
\$1,720	\$1,730	\$143	\$248	\$195	\$302	\$248		\$335
\$1,730	\$1,740	\$144	\$250	\$197	\$305	\$250		\$338
\$1,740	\$1,750	\$146	\$253	\$199	\$309	\$253		\$341
\$1,750	\$1,760	\$147	\$255	\$202	\$312	\$255		\$344
\$1,760	\$1,770	\$148	\$257	\$204	\$315	\$257		\$348
\$1,770	\$1,780	\$149	\$259	\$206	\$318	\$259		\$351
\$1,780	\$1,790	\$150	\$261	\$208	\$321	\$261		\$354
\$1,790	\$1,800	\$152	\$264	\$210	\$325	\$264		\$357
\$1,800	\$1,810	\$153	\$266	\$213	\$328	\$266		\$360
\$1,810	\$1,820	\$154	\$268	\$215	\$331	\$268		\$364
\$1,820	\$1,830	\$155	\$270	\$217	\$334	\$270		\$367
\$1,830	\$1,840	\$156	\$272	\$219	\$337	\$272		\$370
\$1,840	\$1,850	\$158	\$275	\$221	\$341	\$275		\$373
\$1,850	\$1,860	\$159	\$277	\$224	\$344	\$277		\$376
\$1,860	\$1,870	\$160	\$279	\$226	\$347	\$279		\$380
\$1,870	\$1,880	\$161	\$282	\$228	\$350	\$282		\$383
\$1,880	\$1,890	\$162	\$284	\$230	\$353	\$284		\$386
\$1,890	\$1,900	\$164	\$286	\$232	\$357	\$286		\$389
\$1,900	\$1,910	\$165	\$289	\$235	\$360	\$289		\$392
\$1,910	\$1,920	\$166	\$291	\$237	\$363	\$291		\$396
\$1,920	\$1,930	\$167	\$294	\$239	\$366	\$294		\$399

3. Wage Bracket Method Tables for Manual Payroll Systems With Forms W-4 From Before 2020

If you compute payroll manually and your employee **has not** submitted a Form W-4 for 2020 or later, use the worksheet below and the Wage Bracket Method tables that follow to figure federal income tax withholding.

The Wage Bracket Method tables cover only up to approximately \$100,000 in annual wages and up to 10 allowances. If you can't use the Wage Bracket Method tables because taxable wages exceed the amount from the last bracket of the table (based on filing status and pay period) or the employee claimed more than 10 allowances, use the Percentage Method tables in section 5.

Worksheet 3. Employer's Withholding Worksheet for Wage Bracket Method Tables for Manual Payroll Systems With Forms W-4 From Before 2020

Keep for Your Records



Note. This illustrates what the 2020 procedure could look like by using the 2019 tax parameters.

Step 1. Figure the tentative withholding amount	
1a Enter the employee's total taxable wages this payroll period	1a \$ _____
1b Use the amount on line 1a to look up the tentative amount to withhold in the appropriate Wage Bracket Table in this section for your pay frequency, given the employee's marital status (line 3 of Form W-4) and number of allowances claimed. This is the Tentative Withholding Amount	
	1b \$ _____
Step 2. Figure the Tentative Withholding Amount	
2a Enter the additional amount to withhold from line 6 of the employee's Form W-4	2a \$ _____
2b Add lines 1b and 2a. This is the amount to withhold from the employee's wages this pay period	2b \$ _____

2020 Wage Bracket Method Tables for Manual Payroll Systems With Forms W-4 From Before 2020

Note. This illustrates what the 2020 tables would look like by using the 2019 tax parameters.

WEEKLY Payroll Period

If the Wage Amount (line 1a) is		Married Person											
		And the number of allowances is:											
At least	But less than	0	1	2	3	4	5	6	7	8	9	10	
The amount of income tax withheld shall be:													
\$0	\$230	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$230	\$240	\$1	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$240	\$250	\$2	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$250	\$260	\$3	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$260	\$270	\$4	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$270	\$280	\$5	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$280	\$290	\$6	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$290	\$300	\$7	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$300	\$310	\$8	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$310	\$320	\$9	\$1	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$320	\$330	\$10	\$2	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$330	\$340	\$11	\$3	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$340	\$350	\$12	\$4	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$350	\$360	\$13	\$5	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$360	\$370	\$14	\$6	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$370	\$380	\$15	\$7	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$380	\$390	\$16	\$8	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$390	\$400	\$17	\$9	\$1	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$400	\$410	\$18	\$10	\$2	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$410	\$420	\$19	\$11	\$3	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$420	\$430	\$20	\$12	\$4	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$430	\$440	\$21	\$13	\$5	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$440	\$450	\$22	\$14	\$6	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$450	\$460	\$23	\$15	\$7	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$460	\$470	\$24	\$16	\$8	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$470	\$480	\$25	\$17	\$9	\$1	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$480	\$490	\$26	\$18	\$10	\$2	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$490	\$500	\$27	\$19	\$11	\$3	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$500	\$510	\$28	\$20	\$12	\$4	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$510	\$520	\$29	\$21	\$13	\$5	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$520	\$530	\$30	\$22	\$14	\$6	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$530	\$540	\$31	\$23	\$15	\$7	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$540	\$550	\$32	\$24	\$16	\$8	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$550	\$560	\$33	\$25	\$17	\$9	\$1	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$560	\$570	\$34	\$26	\$18	\$10	\$2	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$570	\$580	\$35	\$27	\$19	\$11	\$3	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$580	\$590	\$36	\$28	\$20	\$12	\$4	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$590	\$600	\$37	\$29	\$21	\$13	\$5	\$0	\$0	\$0	\$0	\$0	\$0	\$0

2020 Wage Bracket Method Tables for Manual Payroll Systems With Forms W-4 From Before 2020

Note. This illustrates what the 2020 tables would look like by using the 2019 tax parameters.

WEEKLY Payroll Period

If the Wage Amount (line 1a) is		Married Person											
		And the number of allowances is:											
At least	But less than	0	1	2	3	4	5	6	7	8	9	10	
The amount of income tax withheld shall be:													
\$600	\$615	\$38	\$30	\$22	\$14	\$6	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$615	\$630	\$40	\$31	\$23	\$15	\$7	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$630	\$645	\$42	\$33	\$25	\$17	\$9	\$1	\$0	\$0	\$0	\$0	\$0	\$0
\$645	\$660	\$44	\$34	\$26	\$18	\$10	\$2	\$0	\$0	\$0	\$0	\$0	\$0
\$660	\$675	\$45	\$36	\$28	\$20	\$12	\$4	\$0	\$0	\$0	\$0	\$0	\$0
\$675	\$690	\$47	\$38	\$29	\$21	\$13	\$5	\$0	\$0	\$0	\$0	\$0	\$0
\$690	\$705	\$49	\$39	\$31	\$23	\$15	\$7	\$0	\$0	\$0	\$0	\$0	\$0
\$705	\$720	\$51	\$41	\$32	\$24	\$16	\$8	\$0	\$0	\$0	\$0	\$0	\$0
\$720	\$735	\$53	\$43	\$34	\$26	\$18	\$10	\$2	\$0	\$0	\$0	\$0	\$0
\$735	\$750	\$54	\$45	\$35	\$27	\$19	\$11	\$3	\$0	\$0	\$0	\$0	\$0
\$750	\$765	\$56	\$47	\$37	\$29	\$21	\$13	\$5	\$0	\$0	\$0	\$0	\$0
\$765	\$780	\$58	\$48	\$39	\$30	\$22	\$14	\$6	\$0	\$0	\$0	\$0	\$0
\$780	\$795	\$60	\$50	\$40	\$32	\$24	\$16	\$8	\$0	\$0	\$0	\$0	\$0
\$795	\$810	\$62	\$52	\$42	\$33	\$25	\$17	\$9	\$1	\$0	\$0	\$0	\$0
\$810	\$825	\$63	\$54	\$44	\$35	\$27	\$19	\$11	\$3	\$0	\$0	\$0	\$0
\$825	\$840	\$65	\$56	\$46	\$36	\$28	\$20	\$12	\$4	\$0	\$0	\$0	\$0
\$840	\$855	\$67	\$57	\$48	\$38	\$30	\$22	\$14	\$6	\$0	\$0	\$0	\$0
\$855	\$870	\$69	\$59	\$49	\$40	\$31	\$23	\$15	\$7	\$0	\$0	\$0	\$0
\$870	\$885	\$71	\$61	\$51	\$42	\$33	\$25	\$17	\$9	\$0	\$0	\$0	\$0
\$885	\$900	\$72	\$63	\$53	\$43	\$34	\$26	\$18	\$10	\$2	\$0	\$0	\$0
\$900	\$915	\$74	\$65	\$55	\$45	\$36	\$28	\$20	\$12	\$3	\$0	\$0	\$0
\$915	\$930	\$76	\$66	\$57	\$47	\$37	\$29	\$21	\$13	\$5	\$0	\$0	\$0
\$930	\$945	\$78	\$68	\$58	\$49	\$39	\$31	\$23	\$15	\$6	\$0	\$0	\$0
\$945	\$960	\$80	\$70	\$60	\$51	\$41	\$32	\$24	\$16	\$8	\$0	\$0	\$0
\$960	\$975	\$81	\$72	\$62	\$52	\$43	\$34	\$26	\$18	\$9	\$1	\$0	\$0
\$975	\$990	\$83	\$74	\$64	\$54	\$44	\$35	\$27	\$19	\$11	\$3	\$0	\$0
\$990	\$1,005	\$85	\$75	\$66	\$56	\$46	\$37	\$29	\$21	\$12	\$4	\$0	\$0
\$1,005	\$1,020	\$87	\$77	\$67	\$58	\$48	\$38	\$30	\$22	\$14	\$6	\$0	\$0
\$1,020	\$1,035	\$89	\$79	\$69	\$60	\$50	\$40	\$32	\$24	\$15	\$7	\$0	\$0
\$1,035	\$1,050	\$90	\$81	\$71	\$61	\$52	\$42	\$33	\$25	\$17	\$9	\$1	\$1
\$1,050	\$1,065	\$92	\$83	\$73	\$63	\$53	\$44	\$35	\$27	\$18	\$10	\$2	\$2
\$1,065	\$1,080	\$94	\$84	\$75	\$65	\$55	\$46	\$36	\$28	\$20	\$12	\$4	\$4
\$1,080	\$1,095	\$96	\$86	\$76	\$67	\$57	\$47	\$38	\$30	\$21	\$13	\$5	\$5
\$1,095	\$1,110	\$98	\$88	\$78	\$69	\$59	\$49	\$39	\$31	\$23	\$15	\$7	\$7
\$1,110	\$1,125	\$99	\$90	\$80	\$70	\$61	\$51	\$41	\$33	\$24	\$16	\$8	\$8
\$1,125	\$1,140	\$101	\$92	\$82	\$72	\$62	\$53	\$43	\$34	\$26	\$18	\$10	\$10
\$1,140	\$1,155	\$103	\$93	\$84	\$74	\$64	\$55	\$45	\$36	\$27	\$19	\$11	\$11
\$1,155	\$1,170	\$105	\$95	\$85	\$76	\$66	\$56	\$47	\$37	\$29	\$21	\$13	\$13
\$1,170	\$1,185	\$107	\$97	\$87	\$78	\$68	\$58	\$48	\$39	\$30	\$22	\$14	\$14
\$1,185	\$1,200	\$108	\$99	\$89	\$79	\$70	\$60	\$50	\$41	\$32	\$24	\$16	\$16

2020 Wage Bracket Method Tables for Manual Payroll Systems With Forms W-4 From Before 2020

Note. This illustrates what the 2020 tables would look like by using the 2019 tax parameters.

WEEKLY Payroll Period

If the Wage Amount (line 1a) is		Married Person										
		And the number of allowances is:										
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
		The amount of income tax withheld shall be:										
\$1,200	\$1,215	\$110	\$101	\$91	\$81	\$71	\$62	\$52	\$42	\$33	\$25	\$17
\$1,215	\$1,230	\$112	\$102	\$93	\$83	\$73	\$64	\$54	\$44	\$35	\$27	\$19
\$1,230	\$1,245	\$114	\$104	\$94	\$85	\$75	\$65	\$56	\$46	\$36	\$28	\$20
\$1,245	\$1,260	\$116	\$106	\$96	\$87	\$77	\$67	\$57	\$48	\$38	\$30	\$22
\$1,260	\$1,275	\$117	\$108	\$98	\$88	\$79	\$69	\$59	\$50	\$40	\$31	\$23
\$1,275	\$1,290	\$119	\$110	\$100	\$90	\$80	\$71	\$61	\$51	\$42	\$33	\$25
\$1,290	\$1,305	\$121	\$111	\$102	\$92	\$82	\$73	\$63	\$53	\$43	\$34	\$26
\$1,305	\$1,320	\$123	\$113	\$103	\$94	\$84	\$74	\$65	\$55	\$45	\$36	\$28
\$1,320	\$1,335	\$125	\$115	\$105	\$96	\$86	\$76	\$66	\$57	\$47	\$37	\$29
\$1,335	\$1,350	\$126	\$117	\$107	\$97	\$88	\$78	\$68	\$59	\$49	\$39	\$31
\$1,350	\$1,365	\$128	\$119	\$109	\$99	\$89	\$80	\$70	\$60	\$51	\$41	\$32
\$1,365	\$1,380	\$130	\$120	\$111	\$101	\$91	\$82	\$72	\$62	\$52	\$43	\$34
\$1,380	\$1,395	\$132	\$122	\$112	\$103	\$93	\$83	\$74	\$64	\$54	\$45	\$35
\$1,395	\$1,410	\$134	\$124	\$114	\$105	\$95	\$85	\$75	\$66	\$56	\$46	\$37
\$1,410	\$1,425	\$135	\$126	\$116	\$106	\$97	\$87	\$77	\$68	\$58	\$48	\$38
\$1,425	\$1,440	\$137	\$128	\$118	\$108	\$98	\$89	\$79	\$69	\$60	\$50	\$40
\$1,440	\$1,455	\$139	\$129	\$120	\$110	\$100	\$91	\$81	\$71	\$61	\$52	\$42
\$1,455	\$1,470	\$141	\$131	\$121	\$112	\$102	\$92	\$83	\$73	\$63	\$54	\$44
\$1,470	\$1,485	\$143	\$133	\$123	\$114	\$104	\$94	\$84	\$75	\$65	\$55	\$46
\$1,485	\$1,500	\$144	\$135	\$125	\$115	\$106	\$96	\$86	\$77	\$67	\$57	\$47
\$1,500	\$1,515	\$146	\$137	\$127	\$117	\$107	\$98	\$88	\$78	\$69	\$59	\$49
\$1,515	\$1,530	\$148	\$138	\$129	\$119	\$109	\$100	\$90	\$80	\$70	\$61	\$51
\$1,530	\$1,545	\$150	\$140	\$130	\$121	\$111	\$101	\$92	\$82	\$72	\$63	\$53
\$1,545	\$1,560	\$152	\$142	\$132	\$123	\$113	\$103	\$93	\$84	\$74	\$64	\$55
\$1,560	\$1,575	\$153	\$144	\$134	\$124	\$115	\$105	\$95	\$86	\$76	\$66	\$56
\$1,575	\$1,590	\$155	\$146	\$136	\$126	\$116	\$107	\$97	\$87	\$78	\$68	\$58
\$1,590	\$1,605	\$157	\$147	\$138	\$128	\$118	\$109	\$99	\$89	\$79	\$70	\$60
\$1,605	\$1,620	\$159	\$149	\$139	\$130	\$120	\$110	\$101	\$91	\$81	\$72	\$62
\$1,620	\$1,635	\$161	\$151	\$141	\$132	\$122	\$112	\$102	\$93	\$83	\$73	\$64
\$1,635	\$1,650	\$162	\$153	\$143	\$133	\$124	\$114	\$104	\$95	\$85	\$75	\$65
\$1,650	\$1,665	\$164	\$155	\$145	\$135	\$125	\$116	\$106	\$96	\$87	\$77	\$67
\$1,665	\$1,680	\$166	\$156	\$147	\$137	\$127	\$118	\$108	\$98	\$88	\$79	\$69
\$1,680	\$1,695	\$168	\$158	\$148	\$139	\$129	\$119	\$110	\$100	\$90	\$81	\$71
\$1,695	\$1,710	\$170	\$160	\$150	\$141	\$131	\$121	\$111	\$102	\$92	\$82	\$73
\$1,710	\$1,725	\$171	\$162	\$152	\$142	\$133	\$123	\$113	\$104	\$94	\$84	\$74
\$1,725	\$1,740	\$173	\$164	\$154	\$144	\$134	\$125	\$115	\$105	\$96	\$86	\$76
\$1,740	\$1,755	\$175	\$165	\$156	\$146	\$136	\$127	\$117	\$107	\$97	\$88	\$78
\$1,755	\$1,775	\$179	\$167	\$158	\$148	\$138	\$129	\$119	\$109	\$100	\$90	\$80
\$1,775	\$1,795	\$183	\$170	\$160	\$150	\$141	\$131	\$121	\$112	\$102	\$92	\$83
\$1,795	\$1,815	\$188	\$172	\$163	\$153	\$143	\$133	\$124	\$114	\$104	\$95	\$85
\$1,815	\$1,835	\$192	\$175	\$165	\$155	\$146	\$136	\$126	\$116	\$107	\$97	\$87
\$1,835	\$1,855	\$197	\$179	\$167	\$158	\$148	\$138	\$129	\$119	\$109	\$99	\$90
\$1,855	\$1,875	\$201	\$183	\$170	\$160	\$150	\$141	\$131	\$121	\$112	\$102	\$92
\$1,875	\$1,895	\$205	\$188	\$172	\$162	\$153	\$143	\$133	\$124	\$114	\$104	\$95
\$1,895	\$1,915	\$210	\$192	\$175	\$165	\$155	\$145	\$136	\$126	\$116	\$107	\$97
\$1,915	\$1,935	\$214	\$197	\$179	\$167	\$158	\$148	\$138	\$128	\$119	\$109	\$99

4. Percentage Method Tables for Manual Payroll Systems With Forms W-4 From 2020 or Later

the Percentage Method or you can't use the Wage Bracket Method tables because the employee's annual wages exceed \$100,000, use the worksheet below and the Percentage Method tables that follow to figure federal income tax withholding. This method works for any amount of wages.

If you compute payroll manually, your employee has submitted a Form W-4 for 2020 or later, and you prefer to use

Worksheet 4. Employer's Withholding Worksheet for Percentage Method Tables for Manual Payroll Systems With Forms W-4 From 2020 or Later

Keep for Your Records 

Note. This illustrates what the 2020 procedure could look like by using the 2019 tax parameters.

Table 5

Monthly	Semimonthly	Biweekly	Weekly	Daily
12	24	26	52	260

Step 1. Adjust the employee's wage amount

- 1a Enter the employee's total taxable wages this payroll period 1a \$ _____
- 1b Enter the number of pay periods you have per year (see Table 5) 1b _____
- 1c Enter the amount from Step 4(a) of the employee's Form W-4 1c \$ _____
- 1d Divide line 1c by the number on line 1b 1d \$ _____
- 1e Add lines 1a and 1d 1e \$ _____
- 1f Enter the amount from Step 4(b) of the employee's Form W-4 1f \$ _____
- 1g Divide line 1f by the number on line 1b 1g \$ _____
- 1h Subtract line 1g from line 1e. If zero or less, enter -0-. This is the **Adjusted Wage Amount** 1h \$ _____

Step 2. Figure the Tentative Withholding Amount

based on your pay frequency, the employee's Adjusted Wage Amount, filing status (Step 1(c) of Form W-4), and whether the box in Step 2 of Form W-4 is checked.

- 2a Find the row in the *STANDARD Withholding Rate Schedules* (if the box in Step 2 of Form W-4 is NOT checked) or the *Form W-4, Step 2, Checkbox, Withholding Rate Schedules* (if it HAS been checked) of the Percentage Method tables in this section in which the amount on line 1h is at least the amount in column A but less than the amount in column B, then enter here the amount from column A of that row 2a \$ _____
- 2b Enter the amount from column C of that row 2b \$ _____
- 2c Enter the percentage from column D of that row 2c _____ %
- 2d Subtract line 2a from line 1h 2d \$ _____
- 2e Multiply the amount on line 2d by the percentage on line 2c 2e \$ _____
- 2f Add line 2b and line 2e. This is the **Tentative Withholding Amount** 2f \$ _____

Step 3. Account for tax credits

- 3a Enter the amount from Step 3 of the employee's Form W-4 3a \$ _____
- 3b Divide the amount on line 3a by the number of pay periods on line 1b 3b \$ _____
- 3c Subtract line 3b from line 2f. If zero or less, enter -0- 3c \$ _____

Step 4. Figure the final amount to withhold

- 4a Enter the additional amount to withhold from Step 4(c) of the employee's Form W-4 4a \$ _____
- 4b Add lines 3c and 4a. **This is the amount to withhold from the employee's wages this pay period** 4b \$ _____

2020 Percentage Method Tables for Manual Payroll Systems With Forms W-4 From 2020 or Later

Note. This illustrates what the 2020 tables would look like by using the 2019 tax parameters.

WEEKLY Payroll Period

STANDARD Withholding Rate Schedules (Use these if the box in Step 2 of Form W-4 is NOT checked.)					Form W-4, Step 2, Checkbox, Withholding Rate Schedules (Use these if the box in Step 2 of Form W-4 IS checked)				
If the Adjusted Wage Amount (line 1h) is:		The tentative amount to withhold is:	Plus this percentage	of the amount that the Adjusted Wage exceeds—	If the Adjusted Wage Amount (line 1h) is:		The tentative amount to withhold is:	Plus this percentage	of the amount that the Adjusted Wage exceeds—
At least—	But less than—				At least—	But less than—			
A	B	C	D	E	A	B	C	D	E
Married Filing Jointly					Married Filing Jointly				
\$0	\$469	\$0.00	0%	\$0	\$0	\$235	\$0.00	0%	\$0
\$469	\$842	\$0.00	10%	\$469	\$235	\$421	\$0.00	10%	\$235
\$842	\$1,988	\$37.30	12%	\$842	\$421	\$994	\$18.60	12%	\$421
\$1,988	\$3,708	\$174.82	22%	\$1,988	\$994	\$1,854	\$87.36	22%	\$994
\$3,708	\$6,651	\$553.22	24%	\$3,708	\$1,854	\$3,325	\$276.56	24%	\$1,854
\$6,651	\$8,319	\$1,259.54	32%	\$6,651	\$3,325	\$4,160	\$629.60	32%	\$3,325
\$8,319	\$12,245	\$1,793.30	35%	\$8,319	\$4,160	\$6,123	\$896.80	35%	\$4,160
\$12,245		\$3,167.40	37%	\$12,245	\$6,123		\$1,583.85	37%	\$6,123
Single					Single				
\$0	\$235	\$0.00	0%	\$0	\$0	\$117	\$0.00	0%	\$0
\$235	\$421	\$0.00	10%	\$235	\$117	\$211	\$0.00	10%	\$117
\$421	\$994	\$18.60	12%	\$421	\$211	\$497	\$9.40	12%	\$211
\$994	\$1,854	\$87.36	22%	\$994	\$497	\$927	\$43.72	22%	\$497
\$1,854	\$3,325	\$276.56	24%	\$1,854	\$927	\$1,663	\$138.32	24%	\$927
\$3,325	\$4,160	\$629.60	32%	\$3,325	\$1,663	\$2,080	\$314.96	32%	\$1,663
\$4,160	\$10,048	\$896.80	35%	\$4,160	\$2,080	\$5,024	\$448.40	35%	\$2,080
\$10,048		\$2,957.60	37%	\$10,048	\$5,024		\$1,478.80	37%	\$5,024
Head of Household					Head of Household				
\$0	\$353	\$0.00	0%	\$0	\$0	\$176	\$0.00	0%	\$0
\$353	\$619	\$0.00	10%	\$353	\$176	\$310	\$0.00	10%	\$176
\$619	\$1,369	\$26.60	12%	\$619	\$310	\$685	\$13.40	12%	\$310
\$1,369	\$1,972	\$116.60	22%	\$1,369	\$685	\$986	\$58.40	22%	\$685
\$1,972	\$3,443	\$249.26	24%	\$1,972	\$986	\$1,722	\$124.62	24%	\$986
\$3,443	\$4,278	\$602.30	32%	\$3,443	\$1,722	\$2,139	\$301.26	32%	\$1,722
\$4,278	\$10,166	\$869.50	35%	\$4,278	\$2,139	\$5,083	\$434.70	35%	\$2,139
\$10,166		\$2,930.30	37%	\$10,166	\$5,083		\$1,465.10	37%	\$5,083

5. Percentage Method Tables for Manual Payroll Systems With Forms W-4 From Before 2020

If you compute payroll manually and your employee **has not** submitted a Form W-4 for 2020 or later, and you prefer to use the Percentage Method or you can't use the

Wage Bracket Method tables because the employee's annual wages exceed \$100,000 or the employee claimed more than 10 allowances, use the worksheet below and the Percentage Method tables that follow to figure federal income tax withholding. This method works for any number of withholding allowances claimed and any amount of wages.

Worksheet 5. Employer's Withholding Worksheet for Percentage Method Tables for Manual Payroll Systems With Forms W-4 From Before 2020

Keep for Your Records 

Note. This illustrates what the 2020 procedure could look like by using the 2019 tax parameters.

Table 6

Monthly	Semimonthly	Biweekly	Weekly	Daily
\$350	\$175	\$162	\$81	\$16

Step 1. Adjust the employee's wage amount

- 1a Enter the employee's total taxable wages this payroll period 1a \$ _____
- 1b Enter the number of allowances claimed on the employee's most recent Form W-4 1b _____
- 1c Multiply line 1b by the amount in Table 6 for your pay frequency 1c \$ _____
- 1d Subtract line 1c from line 1a. If zero or less, enter -0-. This is the **Adjusted Wage Amount** 1d \$ _____

Step 2. Figure the Tentative Withholding Amount

based on your pay frequency, the employee's Adjusted Wage Amount, and marital status (line 3 of Form W-4).

- 2a Find the row in the Percentage Method table in this section in which the amount on line 1d is at least the amount in column A but less than the amount in column B, then enter here the amount from column A of that row 2a \$ _____
- 2b Enter the amount from column C of that row 2b \$ _____
- 2c Enter the percentage from column D of that row 2c _____ %
- 2d Subtract line 2a from line 1d 2d \$ _____
- 2e Multiply the amount on line 2d by the percentage on line 2c 2e \$ _____
- 2f Add line 2b and line 2e 2f \$ _____
- 2g Add line 2b and line 2f. This is the **Tentative Withholding Amount** 2g \$ _____

Step 3. Account for tax credits

- 3a Enter the additional amount to withhold from line 6 of the employee's Form W-4 3a \$ _____
- 3b Add lines 2g and 3a. **This is the amount to withhold from the employee's wage this pay period** 3b \$ _____

2020 Percentage Method Tables for Manual Payroll Systems With Forms W-4 From Before 2020

Note. This illustrates what the 2020 tables would look like by using the 2019 tax parameters.

WEEKLY Payroll Period

Married Person					Single Person (including head of household)				
If the Adjusted Wage Amount (line 1d) is		The tentative amount to withhold is:	Plus this percentage —	of the amount that the wage exceeds—	If the Adjusted Wage Amount (line 1d) is		The tentative amount to withhold is:	Plus this percentage —	of the amount that the wage exceeds—
at least—	But less than—				at least—	But less than—			
A	B	C	D	E	A	B	C	D	E
\$0	\$227	\$0.00	0%	\$0	\$0	\$73	\$0.00	0%	\$0
\$227	\$600	\$0.00	10%	\$227	\$73	\$260	\$0.00	10%	\$73
\$600	\$1,745	\$37.30	12%	\$600	\$260	\$832	\$18.70	12%	\$260
\$1,745	\$3,465	\$174.70	22%	\$1,745	\$832	\$1,692	\$87.34	22%	\$832
\$3,465	\$6,409	\$553.10	24%	\$3,465	\$1,692	\$3,164	\$276.54	24%	\$1,692
\$6,409	\$8,077	\$1,259.66	32%	\$6,409	\$3,164	\$3,998	\$629.82	32%	\$3,164
\$8,077	\$12,003	\$1,793.42	35%	\$8,077	\$3,998	\$9,887	\$896.70	35%	\$3,998
\$12,003		\$3,167.52	37%	\$12,003	\$9,887		\$2,957.85	37%	\$9,887

W-4 Comparison

Old	New			
Pre-2020 Item #	Post- 2019 Step	Post- 2019 Item #	Description	Comment
1			Name, home address, City, State, Zip Code	
2			Social security number	
3			Filing status	
4			Last Name differs from social security card	
5			Number of allowances	
6			Additional amount withheld	
7			Claiming EXEMPT - write EXEMPT	
8 - 10			Employer information for New Hire Reporting	

W-4 Comparison

Old	New			
Pre-2020 Item #	Post- 2019 Step	Post- 2019 Item #	Description	Comment
A - D			Allowance count	
E			Child Tax Credit	
F			Credit of Other Dependents	
G			Other Credits	
H			Total of allowances	

Deductions, Adjustments and Additional Income

Old	New			
Pre-2020 Item #	Post- 2019 Step	Post- 2019 Item #	Description	Comment
1			Estimated Itemized Deductions	
2			Standard deduction amount based upon filing status	
3			Net of lines 1 and 2	
4			Estimated Annual Adjustment amount	
5			Sum of lines 3 and 4	
6			Non-Wage Income	
7-10			Calculation lines	