

# How to Fill Out a W4

AGES 16-18

**Step 1:** Read the profile below and underline all the information that would be used to fill out a W-4.

**Step 2:** Take the information you highlighted and use it to fill in the W-4 given to you with this worksheet.

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## CONFIDENTIAL FILE:

**Name:** Taylor Z. Doesitall

**Character Description:** Aspiring dancer, artist, theatre geek, and gymnast. Loves fishing, biking, running, jumping, diving, swimming, cooking, eating, underwater basket weaving, and standing on their head. Hates clouds. Listens to all types of music but only ever listens with the volume at 12%—no more, no less. Never disagrees with anyone unless they say that's disagreeable. Has a great deal of patience, but can't tolerate indecisiveness. Some might call this hypocrisy—they call it intuitiveness—don't ask them why.

**Age:** 28

**Place of Birth (POB):** San Diego, California

**Date of Birth (DOB):** June 29th, 1993

**Current Address:** 55 S. 3000 E. Rome, WI. 54494

**Social Security Number (SSN):** 000-52-4956

**Status:** Single

**# of Children:** 0

**# of Pets:** 3

**Previous Jobs:** 4

**Current Jobs:** 0

**Failed jobs:** 10 (the number would be greater if they included rain-drop catching as a career path).

## Employee's Withholding Certificate

OMB No. 1545-0074

**2021**

- ▶ **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		▶ <b>Does your name match the name on your social security card?</b> If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to <a href="http://www.ssa.gov">www.ssa.gov</a> .
City or town, state, and ZIP code		
(c) <input type="checkbox"/> <b>Single</b> or <b>Married filing separately</b> <input type="checkbox"/> <b>Married filing jointly</b> or <b>Qualifying widow(er)</b> <input type="checkbox"/> <b>Head of household</b> (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

**Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5.** See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App), and privacy.

**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](http://www.irs.gov/W4App) for most accurate withholding for this step (and Steps 3–4); **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 . . . . . ▶ ☐

**TIP:** To be accurate, submit a 2021 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

**Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs.** Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

**Step 3:**  
**Claim**  
**Dependents**

If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$

Multiply the number of other dependents by \$500 . . . . . ▶ \$

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

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

(a) **Other income (not from jobs).** If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income . . . . . **4(a)** \$

(b) **Deductions.** If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here . . . . . **4(b)** \$

(c) **Extra withholding.** Enter any additional tax you want withheld each **pay period** . . . . . **4(c)** \$

**Step 5:**  
**Sign**  
**Here**

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

▶ **Employee's signature** (This form is not valid unless you sign it.) ▶ **Date**

**Employers**  
**Only**

Employer's name and address	First date of employment	Employer identification number (EIN)
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