

Peter Franchot

Comptroller

Dhiren V. Shah Director Central Payroll Bureau

TO:

All State Agencies

FROM:

Dhiren V. Shah, Director

Central Payroll Bureau

DATE:

January 29, 2020

SUBJECT:

2020 FEDERAL INCOME TAX WITHHOLDING INFORMATION

The Percentage Method of Withholding is addressed in this memo which includes extractions from the 2020 Federal Income Tax Withholding Tables (found in the IRS Publication 15-T).

Please Note:

- Advance payment of earned income credit (EIC) through payroll payments expired on December 31, 2010.
 Individuals eligible for EIC in 2019 can still claim the credit when they file their 2019 federal income tax return.
 Additionally, any employee who expects to be eligible for the EIC and will have income tax withheld from wages in 2020 may reduce their withholding in order to receive the benefit of a portion of the credit throughout the year.
- The 2020 Form W-4 eliminated withholding allowances but employee may report the amount of credit in 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 claim when you file your tax return. You may also include **other tax credits** in this step.
- Individual tax calculations and estimates can be readily determined by using the Central Payroll Bureau, <u>Net Pay Calculator</u> located with the following link:

https://www.marylandtaxes.gov/statepayroll/online-services.php

Click on "Net Pay Calculator"

• Other related documents located from our home page:

Click on "Payroll Officers / then click on Current Memos"

2019 Earned Income Credit (EIC)

2020 Maryland State and Local Income Tax Withholding Information

Attached are Federal Income Tax Withholding tables for Percentage method, 2020 Employer's Withholding Worksheet with 3 examples of withholding calculations using Percentage method.

2020 Federal Income Tax Withholding Information Tax tables for Percentage Method of Withholding With Forms W-4 From 2020 or Later

BIWEEKLY Payroll Period

STANDARD Withholding Rate Schedules (Use these if the			Form W-4, Step 2, Checkbox, Withholding Rate Schedules						
box in STE	EP 2 of Form V	V-4 is NOT C	HECKED)		(Use these if the box in STEP 2 of Form W-4 IS CHECKED)				
If the Adjus Amount (lin	ted Wage	The tentative amount to withhold is:	Plus this percentage	of the amount that the Adjusted Wage exceeds	If the Adjus Amount (lir	ted Wage	The tentative amount to withhold is:	Plus this percentage	of the amount that the Adjusted Wage exceeds
A	В	С	D	E	A	В	С	D	E
	ling Jointly	J	_	_		ling Jointly	Ū	_	_
\$0	\$954	\$0.00	0%	\$0	\$0	\$477	\$0.00	0%	\$0
\$954	\$1,713	\$0.00	10%	\$954	\$477	\$857	\$0.00	10%	\$477
\$1,713	\$4,040	\$75.90	12%	\$1,713	\$857	\$2,020	\$38.00	12%	\$857
\$4,040	\$7,533	\$355.14	22%	\$4.040	\$2,020	\$3,766	\$177.56	22%	\$2,020
\$7,533	\$13,515	\$1,123.60	24%	\$7,533	\$3,766	\$6,758	\$561.68	24%	\$3,766
\$13,515	\$16,904	\$2,559.28	32%	\$13,515	\$6,758	\$8,452	\$1,279.76	32%	\$6,758
\$16,904	\$24,879	\$3,643.76	35%	\$16,904	\$8,452	\$12,439	\$1,821.84	35%	\$8,452
\$24,879	, , , , ,	\$6,435.01	37%	\$24,879	\$12,439	, ,	\$3,217.29	37%	\$12,439
' '	Married Filing	. ,		, , , , ,		Married Filing S			, , , ,
\$0	\$477	\$0.00	0%	\$0	\$0	\$238	\$0.00	0%	\$0
\$477	\$857	\$0.00	10%	\$477	\$238	\$428	\$0.00	10%	\$238
\$857	\$2,020	\$38.00	12%	\$857	\$428	\$1,010	\$19.00	12%	\$428
\$2,020	\$3,766	\$177.56	22%	\$2,020	\$1,010	\$1,883	\$88.84	22%	\$1,010
\$3,766	\$6,758	\$561.68	24%	\$3,766	\$1,883	\$3,379	\$280.90	24%	\$1,883
\$6,758	\$8,452	\$1,279.76	32%	\$6,758	\$3,379	\$4,226	\$639.94	32%	\$3,379
\$8,452	\$20,415	\$1,821.84	35%	\$8,452	\$4,226	\$10,208	\$910.98	35%	\$4,226
\$20,415		\$6,008.89	37%	\$20,415	\$10,208		\$3,004.68	37%	\$10,208
Head of He	ousehold				Head of H	ousehold			
\$0	\$717	\$0.00	0%	\$0	\$0	\$359	\$0.00	0%	\$0
\$717	\$1,260	\$0.00	10%	\$717	\$359	\$630	\$0.00	10%	\$359
\$1,260	\$2,783	\$54.30	12%	\$1,260	\$630	\$1,391	\$27.10	12%	\$630
\$2,783	\$4,006	\$237.06	22%	\$2,783	\$1,391	\$2,003	\$118.42	22%	\$1,391
\$4,006	\$6,998	\$506.12	24%	\$4,006	\$2,003	\$3,499	\$253.06	24%	\$2,003
\$6,998	\$8,692	\$1,224.20	32%	\$6,998	\$3,499	\$4,346	\$612.10	32%	\$3,499
\$8,692	\$20,656	\$1,766.28	35%	\$8,692	\$4,346	\$10,328	\$883.14	35%	\$4,346
\$20,656		\$5,953.68	37%	\$20,656	\$10,328		\$2,976.84	37%	\$10,328

NOTE:

• Use of these tables to compute estimated tax withholdings will result in amounts that differ from the precise amounts computed by the Statewide Payroll System.

2020 Federal Income Tax Withholding Information Tax tables for Percentage Method of Withholding With Forms W-4 From 2020 or Later

BAON	TIII V	/ Day	III Da	:
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STANDARD Withholding Rate Schedules (Use these if the			Form W-4, Step 2, Checkbox, Withholding Rate Schedules							
box in STEP 2 of Form W-4 is NOT CHECKED)				(Use these if the box in STEP 2 of Form W-4 IS CHECKED)						
If the Adjuste Amount (line At least	ed Wage	The tentative amount to withhold is:	Plus this percentage	of the amount that the Adjusted Wage exceeds	If the Adjus Amount (lin	ted Wage	The tentative amount to withhold is:	Plus this percentage	of the amount that the Adjusted Wage exceeds	
At least	B	C	D	E	A	But less than	С	D	E	
Married Fili	_	J	_	_		ling Jointly	· ·		_	
\$0 \$2,067 \$3,713 \$8,754 \$16,321 \$29,283 \$36,625 \$53,904 Single or M \$0 \$1,033 \$1,856 \$4,377 \$8,160 \$14,642 \$18,313 \$44,233 Head of Ho \$0 \$1,554 \$2,729 \$6,029	\$2,067 \$3,713 \$8,754 \$16,321 \$29,283 \$36,625 \$53,904 arried Filing \$ \$1,033 \$1,856 \$4,377 \$8,160 \$14,642 \$18,313 \$44,233 usehold \$1,554 \$2,729 \$6,029 \$8,679	\$0.00 \$0.00 \$82.30 \$384.82 \$1,217.08 \$2,772.76 \$3,947.48 \$13,019.48 \$0.00 \$0.00 \$117.50 \$513.50	0% 10% 12% 22% 24% 32% 35% 37% 0% 10% 12% 22% 24% 32% 35% 37% 0% 10% 12% 22% 24% 32% 34%	\$0 \$2,067 \$3,713 \$8,754 \$16,321 \$29,283 \$36,625 \$53,904 \$0 \$1,033 \$1,856 \$4,377 \$8,160 \$14,642 \$18,313 \$44,233 \$0 \$1,554 \$2,729 \$6,029 \$8,679	\$0 \$1,033 \$1,856 \$4,377 \$8,160 \$14,642 \$18,313 \$26,952 Single or I \$0 \$517 \$928 \$2,189 \$4,080 \$7,321 \$9,156 \$22,117 Head of Head of	\$1,033 \$1,856 \$4,377 \$8,160 \$14,642 \$18,313 \$26,952 Married Filing \$517 \$928 \$2,189 \$4,080 \$7,321 \$9,156 \$22,117 ousehold \$777 \$1,365 \$3,015 \$4,340	\$0.00 \$0.00 \$41.10 \$192.42 \$608.44 \$1,386.28 \$1,973.48 \$6,509.83 \$0.00 \$0.00 \$58.80 \$256.80	0% 10% 12% 22% 24% 35% 37% 0% 10% 12% 22% 24% 32% 35% 37% 0% 10% 12% 24% 44%	\$0 \$1,033 \$1,856 \$4,377 \$8,160 \$14,642 \$18,313 \$26,952 \$0 \$517 \$928 \$2,189 \$4,080 \$7,321 \$9,156 \$22,117 \$0 \$777 \$1,365 \$3,015 \$4,340	
\$8,679 \$15,163 \$18,833 \$44,754	\$15,163 \$18,833 \$44,754	\$1,096.50 \$2,652.66 \$3,827.06 \$12,899.41	24% 32% 35% 37%	\$8,679 \$15,163 \$18,833 \$44,754	\$4,340 \$7,581 \$9,417 \$22,377	\$7,581 \$9,417 \$22,377	\$548.30 \$1,326.14 \$1,913.66 \$6,449.66	24% 32% 35% 37%	\$4,340 \$7,581 \$9,417 \$22,377	

NOTE:

• Use of these tables to compute estimated tax withholdings will result in amounts that differ slightly from the precise amounts computed by the Statewide Payroll System.

2020 Employer's Withholding Worksheet for Percentage Method Tables with Forms W-4 from 2020 or Later

Table 1	Monthly 12	Biweekly 26		
Step 1. 1a	Adjust the employee's Enter the employee's total tax	wage amount able wages this payroll period *	1a	\$
1b	Enter the number of pay period	ds you have per year (Table 1)	1b	
1c	Enter the amount from Step 4	(a) of the employee's Form W-4	1c	\$
1d	Divide line 1c by the number of	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 o	n line 1b	1g	\$ ———
1h		f zero or less, enter -0 This is the Adjusted Wage Amount	1h	\$
of Form W-4 is 2a	s checked. Find the row in the STANDAR W-4 is NOT checked) or the F it HAS been checked) of the F on line 1h is at least the amou enter here the amount from co	Adjusted Wage Amount, filing status (Step 1(c) of Form W-4), and Withholding Rate Schedules (if the box in Step 2 of Form Form W-4, Step 2, Checkbox, Withholding Rate Schedules (if Percentage Method tables in this section in which the amount and in column A but less than the amount in column B, then blumn A of that row	2a	\$
2b		n C of that row	2b	\$
2c	Enter the percentage from col	umn 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 lines 2b and 2e. This is the	e Tentative Withholding Amount	2f	\$
Step 3. 3a	Account for tax credits Enter the amount from Step 3	of the employee's Form W-4	3a	\$
3b	Divide the amount on line 3a b	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. 4a	Figure the final amoun Enter the additional amount to	t to withhold withhold from Step 4(c) of the employee's Form W-4	4a	\$
4b		he amount to withhold from the employee's wages this	4b	\$

^{*}Biweekly or Monthly Gross pay less tax sheltered and/or pre-tax deductions.



Employee's Withholding Certificate

2020

FOR MARYLAND STATE GOVERNMENT EMPLOYEES ONLY

Department of the Tre Internal Revenue Ser	asury Complete Forvice		can withhold the correct fede m W-4 to your employer. g is subject to review by the	_	ur pay.			
Step 1 – Perso	nal Information (Please complete form in bla		······				
Payroll System (ch	*	Agency Number 24.01.01	Name of Employing Agency COMPTROLLER OF	MARYLAND				
(a) Employe	e Name	24.01.01	(b) Social Security Nur 111-22-3333					
	ımber and street or ru	ral route) (apartment number, i		Does the name ma Security card? If n your earnings, conta to www.ssa.gov	ot, to er	nsur	e you get credi	t for
City ANNAPOLIS		State MD	Zip Code County of Residence (required) AA					
Married fili Head of ho Complete Steps	2–4 ONLY if they a	widow(er)) bu're unmarried and pay more than apply to you; otherwise, s g, when to use the online e	skip to Step 5. See page 2					
Step 2: Multiple Complete this step	Jobs or Spouse	Works an one job at a time, or (2) are		spouse also works. The	e correc	t am	nount of	
(b) Use (c) If the similar pay; oth TIP: To be accurate contractor, use the Complete Steps 3-	the Multiple Jobs Workere are only two jobs to erwise, more tax than a e, submit a 2020 Form estimator. –4(b) on Form W-4 fo	irs.gov/W4App for most accura sheet on page 3 and enter the re otal, you may check this box. Do necessary may be withheld W-4 for all other jobs. If you (court only ONE of these jobs. Let the Form W-4 for the highest process.	esult in Step 4(c) below for rough to the same on Form W-4 for the tor your spouse) have self-emp	aly accurate withholding; ne other job. This option loyment income, includi	is accu	n in	dependent	M
Step 3:	. , , ,	Il be \$200,000 or less (\$400,00		v):				_
Claim Dependents	Multiply the nu	number of qualifying children unumber of other dependents by	\$500		3	\$	1,000.00	
Step 4 (optional): Other Adjustments	(a) Other inco	make and enter the total here to the come (not from jobs). If you won't have withholding, enter the lends, and retirement income.	ou want tax withheld for other amount of other income her		4(a)	<u> </u>	3,000.00	<u>-</u>
Aujustinents	want to reduc	s. If you expect to claim ded ce your withholding, use the De			4(b)	\$	2,000.00	_
	(c) Extra withho	olding. Enter any additional tax	k you want withheld each pay	period.	4(c)	\$	50.00	_
Step 5: Sign Here	GANE	erjury, I declare that this certific			01/01			
	Em⁄ployee's signa	ature (This form is not valid un	less you sign it.)		Date			
Employers Only		Employer's name and add		First date of employment	Emplo numb		identification (EIN)	

P.O. Box 2396 Annapolis, MD 21404

Examples of Withholding Calculations using the Percentage Method.

Scenario 1. Biweekly employee claimed Married filing jointly with ✓ in STEP 2 checkbox.

Employee is **Married** filing jointly biweekly pay \$2103.83 (annually \$54,700.00), **STEP 2** was checked (find the Percentage Method Table the Form W-4, Step 2, Checkbox), **STEP 3** entered amount \$1000.00 credit, **STEP 4a** other income \$3000.00, **STEP 4** (b) entered amount \$2000.00 deductions and **STEP 4**(c) entered additional tax withholding for each PPE \$50.00

Table 1	Monthly Biwee 12 26	kly			
Step 1. 1a	Adjust the employee's wage ar	mount this payroll period *	1a	\$_	2103.83
1b	Enter the number of pay periods you have	e per year (Table 1)	1b	_	26
1c	Enter the amount from Step 4(a) of the en	mployee's Form W-4	1c	\$_	3,000.00
1d	Divide line 1c by the number on line 1b.		1d	\$_	115.38
1e	Add lines 1a and 1d		1e	\$_	2,219.21
1f	Enter the amount from Step 4(b) of the en	mployee's Form W-4	1f	\$_	2,000.00
1g	Divide line 1f by the number on line 1b		1g	\$_	76.92
1h Step 2.	Figure the Tentative Withholdin		1h	\$_	2142.29
of Form W-4 is	s checked. Find the row in the STANDARD Withhold W-4 is NOT checked) or the Form W-4, S it HAS been checked) of the Percentage on line 1h is at least the amount in colum	Vage Amount, filing status (Step 1(c) of Form W-4), a ling Rate Schedules (if the box in Step 2 of Form Step 2, Checkbox, Withholding Rate Schedules (if Method tables in this section in which the amount in A but less than the amount in column B, then that row	and whet	s _	2,020.00
2b		OW	2b	\$_	177.56
2c	Enter the percentage from column D of the	nat row	2c	%_	22.00
2d	Subtract line 2a from line 1h		2d	\$ _	122.29
2e	Multiply the amount on line 2d by the per	centage on line 2c	2e	\$_	26.90
2f	Add lines 2b and 2e. This is the Tentativ	e Withholding Amount	2f	\$_	204.46
Step 3. 3a	Account for tax credits Enter the amount from Step 3 of the emp	loyee's Form W-4	3a	\$_	1,000.00
3b	Divide the amount on line 3a by the number	per of pay periods on line 1b	3b	\$_	38.46
3c	Subtract line 3b from line 2f. If zero or les	ss, enter -0	3c	\$_	166.00
Step 4. 4a	Figure the final amount to with Enter the additional amount to withhold fi	hold rom Step 4(c) of the employee's Form W-4	4a	\$_	50.00
4b		to withhold from the employee's wages this	4b	\$_	216.00

^{*}Biweekly or Monthly Gross pay less tax sheltered and/or pre-tax deductions.



Employee's Withholding Certificate

Form VV -4	•			ERNMENT EMPLOYE				2020
Department of the Tr Internal Revenue Se	easury	rm W-4 so that you	ır employer can wi ▶ Give Form W-4	thhold the correct fed to your employer.	eral income tax from you	ur pay.		
Stop 1 - Pore	onal Information (oject to review by the	IRS.			
Payroll System (c	<u> </u>	Agency Number		of Employing Agency				
r ayron oyotom (o	•	24.01.01		MPTROLLER OF				
	ee Name	L		(b)Social Security Nu	mber			
JANE	DOE			111-22-3333				
Home Address (n	umber and street or ru	ral route) (apartme	ent number, if any)		Does the name mat Security card? If no your earnings, conta to www.ssa.gov	ot, to e	nsur	e you get credit for
City ANNAPOLIS	3	State MD	Zip C 214		County of Residence	e (requ	red)	
Married fi Head of he		ou're unmarried and pa	herwise, skip to	Step 5. See page 2	e for yourself and a qualifyin 2 for more information			
Do only one of the (a) Use (b) Use (c) If the similar pay; other	e the estimator at www. the Multiple Jobs Work here are only two jobs to herwise, more tax than te, submit a 2020 Form	irs.gov/W4App for sheet on page 3 and otal, you may check necessary may be	most accurate with denter the result in S this box. Do the sa withheld	Step 4(c) below for roug ame on Form W-4 for t	nd Steps 3–4); or hly accurate withholding; he other job. This option bloyment income, includi	is accı		
	3-4(b) on Form W-4 form Steps 3-4(b) on				other jobs. (Your withho	lding w	ill be	most
Step 3:	If your income wi	II be \$200,000 or le	ess (\$400,000 or le	ss if married filing joint	ly):			
Claim	Multiply the r	umber of qualifyir	ng children under a	age 17 by \$2,000	•			
Dependents					<u>\$</u> 1,000.00	3	\$	1,000.00
Stop 4			he total here		ner income you expect	-	Ψ	
Step 4 (optional): Other	this year that	won't have withhol		ount of other income he		4(a)	\$	3,000.00
Adjustments	want to redu	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)	\$	2,000.00
	(c) Extra withho	olding. Enter any a	additional tax you w	ant withheld each pay	period.	4(c)	\$	50.00
Step 5:	Under penalties of pe	erjury, I declare tha	t this certificate, to	the best of my knowled	dge and belief, is true, co	orrect,	and (complete.

Step 5:	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.							
Sign Here	JANEDOE		01/01/2020					
	Entition is not valid unless you sign it.)		Date					
Employers Only	Employer's name and address Central Payroll Bureau P.O. Box 2396 Annapolis, MD 21404	First date of employment	Employer identification number (EIN)					

Scenario 2. Biweekly employee claimed Married filing jointly with NO ✓ in STEP 2 checkbox.

Employee is **Married** filing jointly biweekly pay \$2103.83 (annually \$54,700.00), **STEP 2** was **NOT** checked (*find the Percentage Method Table the STANDARD Withholding Rate Schedules*, *Step 2 NOT checked*), **STEP 3** entered amount \$1000.00 credit, **STEP 4a** other income \$3000.00, **STEP 4** (b) entered amount \$2000.00 deductions and **STEP 4**(c) entered additional tax withholding for each PPE \$50.00

Table 1	Monthly 12	Biweekly 26			
Step 1. 1a	Adjust the employee's Enter the employee's total taxa	wage amount able wages this payroll period *	1a	\$_	2103.83
1b	Enter the number of pay period	ds you have per year (Table 1)	1b	_	26
1c	Enter the amount from Step 4((a) of the employee's Form W-4	1c	\$_	3,000.00
1d	Divide line 1c by the number o	on line 1b	1d	\$_	115.38
1e	Add lines 1a and 1d		1e	\$_	2,219.21
1f	Enter the amount from Step 4((b) of the employee's Form W-4	1f	\$_	2,000.00
1g	Divide line 1f by the number or	n line 1b	1g	\$_	76.92
1h		f zero or less, enter -0 This is the Adjusted Wage Amount	1h	\$_	2,142.29
		Adjusted Wage Amount, filing status (Step 1(c) of Form W-4), a	and whe	ther t	he box in Step 2
of Form W-4 is 2a	Find the row in the STANDAR	D Withholding Rate Schedules (if the box in Step 2 of Form	2a	\$_	1,713.00
	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				
2b		C of that row	2b	\$_	75.90
2c	Enter the percentage from colu	umn D of that row	2c	%_	12.00
2d	Subtract line 2a from line 1h		2d	\$_	429.29
2e	Multiply the amount on line 2d	by the percentage on line 2c	2e	\$_	51.51
2f	Add lines 2b and 2e. This is th	e Tentative Withholding Amount	2f	\$_	127.41
Step 3. 3a	Account for tax credits Enter the amount from Step 3	of the employee's Form W-4	3a	\$_	1,000.00
3b	Divide the amount on line 3a b	by the number of pay periods on line 1b	3b	\$_	38.46
3c	Subtract line 3b from line 2f. If	zero or less, enter -0-	3c	\$_	88.95
Step 4. 4a	Figure the final amount to	t to withhold withhold from Step 4(c) of the employee's Form W-4	4a	\$_	50.00
4b		ne amount to withhold from the employee's wages this	4b	\$_	138.95

^{*}Biweekly or Monthly Gross pay less tax sheltered and/or pre-tax deductions.



Form W-4	Employee's W	ithholding Certif	icate ZUZU
Form W W	FOR MARYLAND STATE	GOVERNMENT EMPLOYEES	SONLY
Department of the Treasury	_	can withhold the correct feder n W-4 to your employer. ı is subject to review by the IF	
Step 1 – Personal Information (Please complete form in blac	ck ink.)	
Payroll System (check one) RG CT UM	Agency Number 24.01.01	Name of Employing Agency COMPTROLLER OF	MARYLAND
(a) Employee Name JOHN DOE		(b) Social Security Num 123-22-3333	ber
Home Address (number and street or ru	ral route) (apartment number, i	fany)	Does the 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 ANNAPOLIS	State MD	Zip Code 21401	County of Residence (required) AA
(c) Single or Married filing separately Married filing jointly (or Qualifying Head of household (Check only if you	widow(er))	half the costs of keeping up a home t	for yourself and a qualifying individual.)
Complete Steps 2–4 ONLY if they a an claim exemption from withholdin			or more information on each step, who
step 2: Multiple Jobs or Spouse complete this step if you (1) hold more the rithholding depends on income earned fr	an one job at a time, or (2) are	married filing jointly and your s	pouse also works. The correct amount of
oo only one of the following.			
(a) Use the estimator at www.	irs.gov/W4App for most accura	te withholding for this step (and	Steps 3-4); or
(b) Use the Multiple Jobs Work	sheet on page 3 and enter the re	sult in Step 4(c) below for roughly	y accurate withholding; or
(6) 15 16 1- 1- 1- 1- 1-	And the second and th	- 4b	Albertala This and an in the first of the second

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 2020 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: 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 $\$ \$ 2,000.00 Claim **Dependents** 2,000.00 3 Step 4 (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 (optional): 1,000.00 interest, dividends, and retirement income 4(a) \$ Other **Adjustments** (b) Deductions. If you expect to claim deductions other than the standard deduction and 3,000.00 want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result 4(b) \$ 4(c) |\$ (c) Extra withholding. Enter any additional tax you want withheld each pay period. 20.00

Step 5:	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.							
Sign Here	JOHN DOC		01/01/2020					
	Employee's signature (This form is not valid unless you sign it.)		Date					
Employers Only	Employer's name and address Central Payroll Bureau P.O. Box 2396 Annapolis, MD 21404	First date of employment	Employer identification number (EIN)					

Scenario 3. Monthly employee claimed Single with NO ✓ in STEP 2 checkbox.

Employee is **Single** monthly pay 4,166.66 (annually \$50,000), **STEP 2** was **NOT** checked (<u>find the Percentage Method Table the STANDARD Withholding Rate Schedules, Step 2 NOT checked</u>), **STEP 3** entered amount \$2000.00 credit, **STEP 4a** other income \$1000.00, **STEP 4** (b) entered amount \$3000.00 deductions and **STEP 4**(c) entered additional tax withholding for each PPE \$20.00. Employee has \$60.00 pretax deduction.

Table 1	Monthly 12	Biweekly 26			
Step 1.	Adjust the employee's		1a	\$	4,106.66
1b	· •	ds you have per year (Table 1)	1b		12
1c	Enter the amount from Step 4	(a) of the employee's Form W-4	1c	\$_	1,000.00
1d	Divide line 1c by the number of	on line 1b	1d	\$_	83.33
1e	Add lines 1a and 1d		1e	\$_	4,189.99
1f	Enter the amount from Step 4	(b) of the employee's Form W-4	1f	\$_	3,000.00
1g	Divide line 1f by the number o	n line 1b	1g	\$_	250.00
^{1h} Step 2.	Figure the Tentative W		1h	\$_	3939.99
based on your of Form W-4 is		Adjusted Wage Amount, filing status (Step 1(c) of Form W-4), a	and whe	ther th	ne box in Step 2
2a	W-4 is NOT checked) or the F it HAS been checked) of the P on line 1h is at least the amou	D Withholding Rate Schedules (if the box in Step 2 of Form Form W-4, Step 2, Checkbox, Withholding Rate Schedules (if Percentage Method tables in this section in which the amount on tin column A but less than the amount in column B, then	2a	\$	1856.00
2b		olumn A of that row	2b	\$	82.30
2c	Enter the percentage from col	umn D of that row	2c	%	12.00
2d	Subtract line 2a from line 1h .		2d	\$_	2083.99
2e	Multiply the amount on line 2d	by the percentage on line 2c	2e	\$_	250.08
2f	Add lines 2b and 2e. This is the	ne Tentative Withholding Amount	2f	\$_	332.38
Step 3. 3a	Account for tax credits Enter the amount from Step 3	of the employee's Form W-4	3a	\$	2.000.00
3b	·	by the number of pay periods on line 1b	3b	* <u> </u>	166.66
3c		zero or less, enter -0-	3c	\$	165.72
Step 4. 4a	Figure the final amoun		4a	\$_	20.00
4b		he amount to withhold from the employee's wages this	4b	\$_	185.72

^{*} Biweekly or Monthly Gross pay less tax sheltered and/or pre-tax deductions.