Dear Employee:

The IRS announced significant changes to the IRS Form W4 in 2020. The new form and revised withholding calculations could affect your tax withholding and year-end refund or tax due amounts when you file your annual income tax return.

The 2020 Form W-4 was designed to be both easier and more accurate, permitting easy adjustments for anticipated tax credits, other income, and deductions. If you would like to adjust your withholding to account for these factors, you will now be able to simply enter your full-year estimated amounts on the Form W-4.

You can also use the IRS online “withholding estimator” <https://www.irs.gov/individuals/tax-withholding-estimator> to determine how to complete the 2020 Form W-4 so that you don’t have too much or too little withheld during the year.

Form W-4 Highlights:

1. There are 3 options for employees with multiple jobs or two-earner families:
   1. Simplified worksheet in the W-4 instructions
   2. Enhanced IRS online withholding estimator
   3. New checkbox to automatically adjust for multiple jobs or two-earner families (step 2)
2. New filing status—Head of Household (step 1c)
3. New adjustment entries:
   1. Full year child and dependent tax credits (step 3)
   2. Full year other income (step 4a)
   3. Full year deductions (step 4b)

In addition, you will still be able to authorize an additional dollar amount to withhold from each pay period, for any reason. (Step 4c)

You can make changes and corrections to Form W-4 at any time during the year, should your status/deductions change.