Federal Withholding Tax

W-4 Instruction

Only the outlined information is required. We recommend that you ignore the worksheet on page 3 and use the instructions that follow.

Fill in:

Line 1:
Enter your name and address.

Line 2:
Enter your social security number. If you don’t have one, leave it blank.

Line 3:
Enter your marital status by checking the first or second box.

Line 4:
No entry required.
Federal Withholding Tax

W-4 Instructions (cont)

Form W-4 (2019)

Line 5:
We recommend that you ignore the worksheet and follow the instructions below:

- No more than the number of people in your household (dependents) should be claimed on line 5.
- If you are single, you have 1 person/dependent (yourself) in your household. This is the maximum number that should be entered. If you choose 0, more tax will be withheld resulting in less net pay per pay period.
- For a married taxpayer, enter no more than the number of people in your household. If your spouse works, it is important to coordinate the completion of this form so that the sum for the 2 forms is no greater than the number of people (dependents) in your household. For example, there are 2 people in your household. Your spouse works and claims 1. You should only claim 1.

Complete, Print Page 1, Sign and Date the form. Scan and email or fax back to us.