**2020 FORM W-4**

The 2020 Form W-4, *Employee’s Withholding Certificate*, is very different from previous versions. Before completing the 2020 Form W-4, please read the instructions that are included with the form. A State Form DE-4 will need to be submitted along with the 2020 Form W-4.

Accurate completion of the form is the responsibility of the employee. Here are tips and reminders about Form W‐4. A valid 2020 Form W‐4 will include the following:

1. A completed Step 1 (name, address, social security number, and filing status)
2. A dated signature on Step 5

Employees will complete Steps 2, 3, and/or 4 only if relevant to their personal situations. Steps 2, 3, and 4 show adjustments that will affect withholding calculations.

Consider using the IRS Withholding Tax Estimator if you need assistance.

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