

Directions for Completing Form W-4

Purpose: All persons that work need to fill out a W-4 form prior to the first day of work. Each employer will give you one to fill out. The purpose of this form is for the employer to take out from your check the correct amount of state and federal income tax.

Basic Instructions: Fill out the Personal Allowances Worksheet. The number of allowances you claim will vary based on whether you are single, married, or head of household. The fewer allowances claimed, the more taxes that will be taken out of your check each pay period, which may result in a refund at the end of the year in some cases. The more allowances claimed, the less taxes that will be taken out of your check each pay period and you may have to pay some back at the end of the year.

Get help from family, friends, or an accountant when filling out this form to ensure you fill it out correctly and according to your situation.