Sample updated W-4 form

Step 1: Enter Personal Information
- First name and middle initial
- Last name
- Social security number
- Address
- City or town: 
- State or province: 
- Zip code: 
- Phone number: 
- Home: 
- Work: 
- Email: 
- Date of birth:
- Expiration date of driver’s license:
- Expiration date of state identification card:
- Expiration date of federal identification card:
- Expiration date of military identification:

Step 2: Multiple Jobs or Spouse Works
- Complete Step 2 if you have more than one job at a time, or if you're married filing jointly and your spouse also works. The correct amount will depend on income earned from all these jobs.
- Do only one of the following:
  a. Use the estimator at www.irs.gov/W4 to get most accurate withholding for this step (and Steps 3-4), or
  b. Use the W-4 tutor at www.irs.gov/ez to get a rough estimate of how much to take home.
- If there are only two jobs total, you may check both. Do the same on Form W-4 for each other job. This option is accurate for jobs with similar pay, but income that isn’t necessary may be withheld...

Step 3: Claim Dependents
- If your total income will be $20,000 or less ($40,000 or less if married filing jointly):
  a. Multiply the number of children under age 17 by $2,000:
  b. Multiply the number of other dependents by $500:
  c. Add the amounts above and enter the total here: $0

Step 4: Other Adjustments
- a. Other income not from jobs. If you want to withhold for other income you expect to receive this year that isn’t shown as other income here, this amount: $0
- b. Deductions. If you expect to claim deductions or other non-standard deductions and want to increase or decrease your withholding, use the Deductions Worksheet on page 3 and enter the result here: $0
- c. Extra withholding. Enter any additional tax you want withheld each pay period: $0

Step 5: Sign Here
- Employee’s signature:
- Date:

Notes:
- If you use this box, each spouse should check the box on their Form W-4. But only one spouse should complete lines 3 through 4(b).
- Step 3 is NOT for claiming exemptions. Using this section will have a direct impact on your tax return and may drastically reduce your refund and/or cause you to owe the IRS. See detailed instructions.
- Lines 3, 4(a) and 4(b) are FULL-YEAR amounts. Line 4(c) is a PER-PAYROLL amount.