

New IRS W4 for 2020 – Entering into Visual ContrAcct Step by Step
Filling out the IRS W4 2020 Form

Step 1: Personal Information

Step 1: Enter Personal Information	(a) First name and middle initial	Last name	(b) Social security number
	Address		▶ Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov .
	City or town, state, and ZIP code		
	(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly (or Qualifying widow(er)) <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

Enter Personal Information in the correct boxes. Make sure to check the correct box for filing status in box (c).

Complete Steps 2-4 only if applicable. If not, skip to Step 5.

Step 2: Multiple Jobs or Spouse Works

**Step 2:
Multiple Jobs
or Spouse
Works**

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

(a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3–4); **or**

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; **or**

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld ▶

TIP: To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Use either option (a), the estimator or option (b), the worksheet on page three.

Do not check the box in option (c).

Step 3: Claim Dependents

Step 3: Claim Dependents	If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):		
	Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$		
	Multiply the number of other dependents by \$500 ▶ \$		
	Add the amounts above and enter the total here	3	\$

To qualify for the child tax credit, the child must be under age 17 as of December 31, must be your dependent who generally lives with you for more than half the year, and must have the required social security number. You may be able to claim a credit for other dependents for whom a child tax credit can't be claimed, such as an older child or a qualifying relative.

Step 4: (optional) Other Adjustments - This step is optional and not required. If there is a dollar amount in options 4 (a) or 4 (b), they must fill out a new IRS W4 and **only use option 4 (c)**.

Step 4 (optional): Other Adjustments	(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income	4(a)	\$
	(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here	4(b)	\$
	(c) Extra withholding. Enter any additional tax you want withheld each pay period .	4(c)	\$

Step 5: Sign & Date

Step 5: Sign Here	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.	
	▶ Employee's signature (This form is not valid unless you sign it.)	▶ Date

Entering IRS W4 2020 information into Visual ContrAcct

Step 1: Personal Information

All the information in Step 1 should be completed. Enter employee name and address information into Page 1 of Employee file record, on Page 2 of employee file record, select correct filing status from the FWT Status drop down menu.

Step 2: Multiple Jobs or Spouse Works

Reminder – the box in option (c) should not be checked. If employee has checked the box, they must fill out a new IRS W4 using options (a), the estimator or (b), the worksheet on page three.

Step 3: Claim Dependents

Divide the sum of Step 3 by the number of pay periods in the year. **This dollar amount will be used in Step 4 (c).**

Step 4: (optional) Other Adjustments

Reminder – If there is a dollar amount in options 4 (a) or 4 (b), they must fill out a new IRS W4 and **only use option 4 (c).**

Take the dollar amount in Step 4 (c) (even if it is 0) and subtract the calculated dollar amount in Step 3. This may create a negative dollar amount. Enter this exact negative or positive dollar amount on Page 2 of employee file record in the FWT Extra box.