

UTICA



COLLEGE

Office of Financial Affairs

To: All Employees
From: Payroll – Office of Financial Affairs
Date: January 9, 2020
Re: 2020 Form W-4

The 2020 Form W-4, Employee's Withholding Certificate, is very different from previous versions. This is due to the federal tax law changes that took place in 2018. This change is meant to increase transparency, simplicity and accuracy of the form. The Internal Revenue Service (IRS) is not requiring all employees to complete the revised form and has designed the withholding tables so that they will work with both the new and prior year forms. **However, certain employees will be required to use the new form: those hired in 2020 and anyone who makes withholding changes during 2020.**

Even though the IRS does not require all employees to complete the revised form and even if your tax situation has not changed, **we strongly recommend you perform a "paycheck checkup" to see if you need to make adjustments to your current withholding.** To conduct the checkup, you can use the IRS's Tax Withholding Estimator (<https://www.irs.gov/individuals/tax-withholding-estimator>). To effectively use the estimator, it is helpful to have a copy of your most recent pay stub and tax return. Please note: if you do not submit a new form, withholding will continue based on your previously submitted form.

Before completing the 2020 Form W-4, please read the instructions that are included with the form. You must complete Steps 1 and 5. You are to complete Steps 2 through 4 only if they apply to your situation. Thus, any of the steps that do not apply to your situation should be skipped. The only step that is explicitly optional is Step 4. Step 1 is for your personal information; Step 2 is for households with multiple jobs; Step 3 is used to claim tax credits for dependents; Step 4 is for other adjustments (additional income such as interest and dividends, itemized deductions that exceed the standard deduction, and extra tax you want withheld); and Step 5 is where you sign the form.

The IRS has also published Frequently Asked Questions that you may find helpful as you complete the form (<https://www.irs.gov/newsroom/faqs-on-the-draft-2020-form-w-4>).

*Please remember to consult with your own tax and accounting advisors for any questions you may have.