

EMPLOYEE FEDERAL INCOME TAX DEDUCTION TEMPLATE

Payroll & Withholding Record

1. EMPLOYEE PERSONAL INFORMATION

Employee Full Name: _____ SSN (Last 4): _____
Address: _____
City, State, Zip: _____

2. FEDERAL W-4 STATUS & ADJUSTMENTS

Filing Status: Single or Married Filing Separately Married Filing Jointly Head of Household
Step 2: Multiple Jobs: Multiple Jobs / Spouse Works (Box 2c Checked)
Step 3: Claim Dependents (\$): _____ Step 4(a): Other Income (\$): _____
Step 4(b): Deductions (\$): _____ Step 4(c): Extra Withholding (\$): _____

3. PAYROLL PERIOD & TAXABLE WAGES

Pay Period Start: _____
Pay Period End: _____
Pay Date: _____
Pay Frequency: _____
Gross Wages (\$): _____
Pre-Tax Deductions (\$): _____
Federal Taxable Wages (\$): _____

4. FEDERAL INCOME TAX WITHHOLDING SUMMARY

Standard Baseline Federal Withholding (\$): _____
Step 4(c) Additional Withholding Amount (\$): _____
Total Federal Income Tax Deducted (\$): _____

Prepared By (Payroll Specialist Signature)

Date

Authorized Employer Approval

Date

Note: This template is designed for recording and verifying individual employee payroll deductions. Baseline Federal Income Tax calculations must be based on the IRS Publication 15-T (Federal Income Tax Withholding Methods) tables matching the employee's current Form W-4 choices.