

FEDERAL INCOME TAX WITHHOLDING DECLARATION SHEET

Department of the Treasury - Internal Revenue Service

Complete this declaration sheet so that your employer can withhold the correct federal income tax from your pay. Review accuracy before signing this document.

STEP 1: PERSONAL INFORMATION

First Name and Middle Initial

Last Name

Social Security Number

Home Address (Number, Street, and Apt or Suite no.)

City or Town

State

ZIP Code

Filing Status

- Single or Married filing separately
 Married filing jointly or Qualifying surviving spouse
 Head of household (with qualifying individual)

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. Select only one option below to ensure accurate withholding.

- Two jobs total (including spouse's job, if applicable) with similar pay.
 Multiple jobs worksheet calculations applied (enter result in Step 4 below).

STEP 3: CLAIM DEPENDENT ALLOWANCES

Allowance Calculation Criteria	Amount (\$)
If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly): <ul style="list-style-type: none">• Multiply the number of qualifying children under age 17 by \$2,000• Multiply the number of other dependents by \$500	<input type="text"/>
Total Dependent Allowance Amount (Add the fields above)	<input type="text"/>

STEP 4: OTHER ADJUSTMENTS (OPTIONAL)

Adjustment Type	Amount (\$)
(a) Other Income (not from jobs, e.g., interest, dividends, retirement)	<input type="text"/>
(b) Deductions (itemized or expected deductions other than standard deduction)	<input type="text"/>
(c) Extra Withholding (any additional amount you want withheld each pay period)	<input type="text"/>

STEP 5: SIGN AND DATE

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

Date

STEP 6: EMPLOYER ONLY SECTION

Employer's Name and Address

First Date of Employment

Employer Identification Number (EIN)