

Update Employee Federal Tax Data (Admin)

2019 or Earlier

Workforce Administrator Update Employee Tax Data

Federal Tax Data | State Tax Data | Local Tax Data

Rosanna Channing Person ID KU0046

Tax Data 1 of 1 | View All

Company GBI Global Business Institute

*Effective Date 01/01/2011

Updated By System Date Last Updated 03/02/2019

Federal Form W-4 Version

2020 or Later 2019 or Earlier

Federal Withholding Elements

*Special Withholding Tax Status None

*Tax Status Married Married

Check here and select Single status if married but withholding at single rate.

Withholding Allowances 0

Additional Amount \$0.00

Additional Percentage 0.000

Federal Unemployment Tax



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2020 or Later

Workforce Administrator | Update Employee Tax Data

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Federal Tax Data | State Tax Data | Local Tax Data

Rosanna Channing | Person ID: KU0046

Tax Data (1 of 2) | View All

Company: GBI | Global Business Institute

*Effective Date: 01/01/2020

Updated By: Online Usr | Date Last Updated: 11/12/2019

Federal Form W-4 Version

2020 or Later | 2019 or Earlier

Federal Withholding Elements

*Special Withholding Tax Status: None

***Tax Status: Head of Household** | Head of Household

Multiple Jobs or Spouse Works

Dependent Amount: \$0.00

Other Income: \$0.00

Deductions: \$0.00

Extra Withholding: \$0.00



Form **W-4**

Employee's Withholding Certificate

OMB No. 1545-0074

Department of the Treasury
Internal Revenue Service

▶ Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.
▶ Give Form W-4 to your employer.
▶ Your withholding is subject to review by the IRS.

2020

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.)		

Complete Steps 2 through 4 ONLY if they apply to you. To see if you are exempt from withholding or if you have concerns about your privacy, see page 2. Everyone must complete Step 5. See instructions on page 2.

Step 2: 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.
Multiple Jobs or Spouse Works
Do only one of the following.

- (a) Use the estimator at www.irs.gov/W4App for most accurate withholding; 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.

CAUTION: If you have privacy concerns, choose (a) or (b). If you and/or your spouse have income from self-employment, including as an independent contractor, choose (a).

Complete Steps 3 through 4(b) on Form W-4 for only one of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3 through 4(b) on the Form W-4 for the highest paying job.)

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 \$ _____	
Step 4 (optional): Other Adjustments	(a) Other income. 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. You should not include income from any jobs 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 Here	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete. ▶ <u>Employee's signature (This form is not valid unless you sign it.)</u> ▶ <u>Date</u>
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Employers Only	Employer's name and address	First date of employment	Employer identification number (EIN)
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(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 ▶

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Sign Here ▶ _____ ▶ **Date**

Employee's signature (This form is not valid unless you sign it.)

Employers Only	Employer's name and address	First date of employment	Employer identification number (EIN)
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