Quick Guide to the new 2020 Form W-4 from IRS.gov

Required

Lines 3, 4(a) and 4(b) are FULL-YEAR amounts.

Optional

Use Step 2 if there are multiple jobs or both spouses work. Use Steps 3 and/or 4 if you want to adjust withholding so that it closely matches your actual tax liability.

Optional

Line 4(b) should report deductions OVER the standard deduction amount. See the instructions.

Required

Note: If you use this box, each spouse should check the box on their Form W-4. But ONLY one spouse should complete lines 3 through 4(b).

Lines 3, 4(a) and 4(b) are FULL-YEAR amounts. Line 4(c) is a PER-PAYROLL amount

To claim exemption from withholding, certify that you meet both of the conditions above and write “Exempt” on Form W-4 in the space below Step 4(c).

For Additional help

Use the IRS online Withholding Estimator at https://www.irs.gov/individuals/tax-withholding-estimator