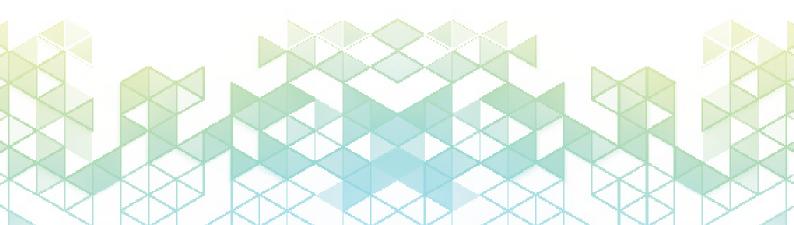


# The New W-4: What you need to know



The IRS plans to release a new W-4 Form for tax years 2020 and going forward. Here's what you need to know about these upcoming changes.

### What is a W-4 Form?

When you start a new job, you're usually handed a new employee packet, which contains a variety of documents. One of these documents is a W-4 form titled "Employee's Withholding Certificate". It tells your employer's payroll department how much tax they should withhold from each paycheck. Once you fill out this form, your employer will start withholding taxes from your paycheck and sends those funds to the IRS.

At the end of the year, your employer will send a W-2 to both you and the IRS. This form includes the actual dollar amounts remitted throughout the year for your various taxes, as well as information about the portion of your salary which may be tax-exempt.

When you file your tax return, your W-2s are combined with other tax documents and information you provide to determine whether you met your tax obligation for the year. If you overpaid, you will receive a refund. If you underpaid, you will owe a bill.

It's worth noting that contract workers won't receive a W-4 or W-2. If you're a contracted worker or freelancer, you are responsible for remitting your own taxes.

### What is changing with the new W-4 Form?

The prior W-4 form relied heavily on personal exemptions to determine your withholdings. However, the 2017 Tax Cuts and Jobs Act all but eliminated personal exemptions as applicable criteria for determining tax obligations. As a result, many employees were a bit surprised when they filed their 2018 taxes. You may have noticed a larger than average refund, meaning you overpaid taxes throughout the year. Worse, you may have experienced a tax bill when you submitted your return. The new W-4 aims to resolve these issues. Ideally, your paycheck withholdings should closely match your actual tax obligations, resulting in a much smaller refund or payment when you file your tax return.

### Personal Allowances

If you're familiar with the old W-4 form, you might first notice the lack of space for personal allowances on the W-4. While the old W-4 had space to report allowances as well as a "Personal Allowances Worksheet", the new form doesn't mention personal allowances at all.

#### Worksheets

The "Deductions, Adjustments and Additional Income Worksheet" and "Two-Earners/Multiple Jobs Worksheet" are also excluded from the new form. These are replaced with a combination "Multiple Jobs Worksheet" and "Deductions Worksheet."

### Length

Between the extra information and the extra calculations suggested in the instructions and other IRS guidance, many experts have described the new W-4 as a "mini-1040." If this sounds confusing, you're not alone. Many tax experts argue that the new form is too difficult for the average taxpayer. However, the IRS states that they have streamlined the W-4 process as much as possible, and the accuracy of withholdings will be worth any additional effort.

If you would like to compare the two forms yourself, you'll find them here: 2019 W-4 and 2020 W-4.

# How will the new W-4 form affect your paycheck? How will it affect your tax refund?

Unfortunately, no one can definitively say how the new W-4 will affect your paycheck because there are so many different factors at play. Your net paycheck may be more, less, or roughly the same as it was with the old W-4.

We can say, however, that certain people are more likely to see a difference than others. If you live in a two-income household, have a high income, pay substantial property taxes (higher than average), lost deductions with the latest tax reform, or claim the child tax credit, you may have been underpaying taxes under the old W-4 withholding system. Once you fill out the new form, your paycheck may decrease due to additional taxes withheld from your gross pay. The good news is that your withholdings should be more accurate, resulting in a lower tax bill or even a refund the following spring. Likewise, if you received a sizable tax refund for 2018, you may have been overpaying taxes throughout the year with the old W-4. In this case, you may find that your paycheck is higher but the refund is reduced or eliminated entirely.



### When should you update your W-4?

The new W-4 should take effect for the 2020 tax year. If you're dreading filling out the new form, however, there is good news: The IRS doesn't require a new Form W-4 due to the redesign. If you've already filled out a Form W-4 at your current employer, you won't be required to submit a new one unless you choose to do so.

However, if you change jobs, you will likely see the 2020 form in your new employee packet. The IRS also urges employees to revisit the <u>Paycheck Checkup Calculator</u> each year, especially if you owed tax with your most recent return or received a sizable refund. You should also fill out a new W-4 if you experience a major life change, such as marriage, divorce, the birth or adoption of a child, etc.

### Tips for filling out the new W-4

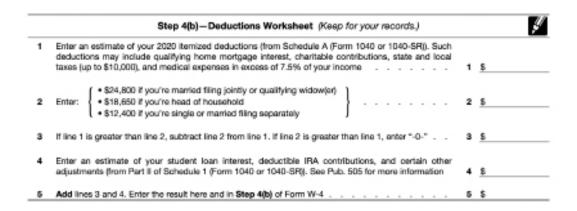
There are a few different ways to fill out the new W-4.

If you care more about simplicity than accuracy, you can simply fill out your personal information then sign and date the form. In this case, your withholdings will be based on your standard deduction and tax rate. This is also a good option if you wish to keep additional financial information private from your employer.

If you value accuracy over simplicity, however, you may wish to fill out additional sections regarding information about your other income sources and dependents.



Finally, there is an optional Deductions Worksheet regarding other adjustments. You can fill out this section if you plan to itemize your taxes.



Also, note that you may need to fill out a new state withholding form. Many states plan to release their own revised withholding forms due to the federal W-4 revisions. You will need to check your state tax laws or ask your payroll department for this information.

## **Final Thoughts**

The new W-4 is fairly complex, and many employees may find they need additional assistance filling out the form. If you're in this situation or simply want to ensure your tax return accurately reflects your financial situation, please contact our office. Our tax experts are always here to help.





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We strive towards providing additional quality services such as incorporating new companies, tax planning, relocation tax expertise, and providing accounting software and training. We believe in networking with other businesses and actively refer quality businesses to our clients when the need arises.

We are the small to mid size company's accounting firm and gear many of our services towards those businesses. We pride ourselves in providing high quality, personalized service in a relaxed and friendly environment.



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