

Memorandum

Date: October 15, 2020

To: Southern Illinois University Faculty and Staff

From: SIU Payroll Department

RE: 2020 Form W-4

The 2020 Form W-4, [*Employee's Withholding Certificate*](#), is very different from previous versions and now reflects the federal tax law changes ("Tax Reform") that took place in 2018. Employees hired in 2020 and anyone making withholding changes during 2020 will be required to use the new form. The new form can be found on the Payroll website.

Even though the IRS does not require all employees to complete the new Form W-4 and even if your tax situation has not changed, we recommend you consider performing a "paycheck checkup" to see if you need to adjust your current withholding. To conduct the checkup, you can use the IRS's Tax Withholding Estimator (www.irs.gov/W4App). To effectively use the estimator, it is helpful to have a copy of your most recent pay stub and tax return available.

Before completing the 2020 Form W-4, please read the instructions on the IRS website in its entirety. You must complete Steps 1 and 5. Steps 2, 3, and 4 are optional, but completing them will help ensure that your federal income tax withholding will more accurately match your tax liability. Step 1 is for your personal information; Step 2 is for households with multiple jobs; Step 3 is used to claim tax credits for dependents; Step 4 is for other adjustments (additional income such as interest and dividends, itemized deductions that exceed the standard deduction, and extra tax you want withheld); and Step 5 is where you sign the form.

The IRS takes your privacy seriously and suggests that, if you are worried about reporting income from multiple jobs in Step 2 or other income in Step 4(a), you check the box in Step 2(c) or enter an additional withholding amount in Step 4(c). To determine the additional withholding amount, you can use the withholding estimator.

The IRS has also published Frequently Asked Questions that you may find helpful as you complete the form (<https://www.irs.gov/newsroom/faqs-on-the-draft-2020-form-w-4>).

If you have any questions about how you should be completing the form after reviewing the IRS instructions, please contact a tax professional; Payroll staff are not tax experts and are not able to provide advice on tax matters as they are not aware of your personal tax situation.