**2020 W-4 to Banner Self Service**

**Step 1**

**W-4**

![W-4 Form Image]

**Step 2**

**W-4**

![W-4 Form Image]

**Federal Tax**

Deduction Effective as of: Feb 17, 2020

If your last name differs from that shown on your Social Security Card, check here. □

Note: See Form W-4 instructions.

Effective Date of Change MM/DD/YYYY:*

Note: Effective Date must be after Feb 09, 2020 the date you were last paid.

02/17/2020

Deduction Status:* Active ▼

I claim exemption from withholding for the tax year specified, and I certify that I meet both of the following conditions for exemption.

* Last year I had no tax liability and
* This year I expect to have no tax liability.

If you meet both conditions, select "Exempt" in Deduction Status field.

Filing Status:* Single ▼

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:**

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. The correct amount of withholding depends on income earned from all of these jobs.

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 those 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.)

**NRA Indicator:**

**Step 2C Indicator:**
2020 W-4 to Banner Self Service

**Step 3**
W-4

Claim Dependents
- 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.

Dependents Under 17: 999999.99
Other Dependents: 999999.99
Dependent Amount: 999999.99

Step 3: Add the amounts above and enter the total here.

**Step 4**
W-4

Other Adjustments
- 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.
- 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.
- Extra withholding: Enter any additional tax you want withheld each pay period.

Other Income: 999999.99
Deductions: 999999.99
Additional Withholding: 999999.99

Step 4a) See Form W-4 instructions.
Step 4b) See Form W-4 instructions.
Step 4c) Extra Withholding. Enter any additional tax you want withheld each pay period.

**Step 5**
W-4

Sign Here

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

Certify Changes

under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

user.banner.wm.edu says

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

[OK] [Cancel]