

*The Payroll Department is not able to provide tax guidance or answer questions about your specific tax situation. Any questions regarding your tax withholdings or obligations should be directed to your tax professional. **If you have general questions regarding this email, please contact the Payroll Department.***

To All Employees,

The 2020 Form W-4, *Employee's Withholding Certificate*, has been updated by the IRS due to the federal tax law changes that took place in 2018. The new W-4 is very different from previous versions. **The Internal Revenue Service (IRS) is *NOT* requiring all employees to complete the revised form and has designed the withholding tables so that they will work with both the new and prior year forms.** However, employees *hired in 2020 and anyone who makes withholding changes during 2020*, will be required to complete the new form.

Even though the IRS does not require all employees to complete the revised form and even if your tax situation has not changed, we suggest you perform a "paycheck checkup" to see if you want to adjust your current withholding. To conduct the checkup, you can use this IRS Tax Withholding Estimator:

www.irs.gov/W4App

Please note: If you do not submit a new form, withholding will continue based on your previously submitted W-4 form. This information can be found on your most recent paystub or the Employee Dashboard on MySLCC.

A 2020 Form W-4 will be available on the Payroll page on the SLCC website January 2nd, and is available now on <https://www.irs.gov/forms-pubs/about-form-w-4>

Before completing the 2020 Form W-4, please read the instructions that are included with the form to help ensure that your federal income tax withholding will more accurately match your tax liability.

- Step 1: is 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 and Salt Lake Community College take your privacy seriously and suggest that, if you are worried about reporting income from multiple jobs in Step 2 or other income in Step 4(a), 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>