

Form W-4: General Information

Form W-4 is completed by employees and given to their employer so their employer can withhold the correct federal income tax from the employee's pay. Employees should read the instructions for each step and complete those steps that are applicable to their tax situation.

Step 1: Enter Personal Information

Step 1(c) corresponds to the employee's tax filing status. Form W-4 offers three options for employees to select. This selection drives which *IRS Tax Status Table* will be used to withhold taxes from the employee's paycheck.

Step 1(c) Selection	Impact on Tax Withholding
Single or Married Filing Separately	This selection will maximize tax withholdings.
Married Filing Jointly	This selection will minimize tax withholdings.
Head of Household	This selection will withhold less tax than "Single," but more tax than "Married Filing Jointly."

Step 2: Multiple Jobs or Spouse Works

Employees should follow the instructions on the form for Step 2(b) and Step 2(c) to determine which option is most appropriate for their tax situation. Step 2(c) affects tax withholding as follows:

Step 2(c) Checkbox	Impact on Tax Withholding
Box is left blank.	Indicates only one job in the household, or the employee is following instructions for Step 2(b).
Box is checked.	Indicates two jobs in the household, with similar earnings. More taxes will be withheld.

Step 3: Claim Dependent and Other Credits

Step 3 allows employees to reduce their tax withholdings each paycheck to account for income tax credits they plan to claim when they file their taxes. Employees should consider these important points:

1. Entering an amount in Step 3 **does not** mean that amount will be withheld from your checks.
2. Entering an amount in Step 3 **will lower** the taxes withheld from your paycheck.
3. The larger the number you enter in Step 3 for Dependents, the lower the taxes withheld.
4. To increase the amount of taxes withheld, reduce or remove the amount listed for dependents so that more taxes are withheld.

Examples of how tax withholding is **reduced** by Step 3:

Amount Entered in Step 3	Monthly Tax Withholding	Biweekly Tax Withholding
\$2,000 (for one child)	\$2,000 tax credit ÷ 12 paychecks \$166.67 less per check	\$2,000 tax credit ÷ 26 paychecks \$79.92 less per check
\$4,000 (for two children)	\$4,000 tax credit ÷ 12 paychecks \$333.33 less per check	\$4,000 tax credit ÷ 26 paychecks \$153.84 less per check

Step 4 (optional): Other Adjustments

Step 4 allows employees to increase or reduce their tax withholdings each paycheck to account for other aspects of their specific tax situation.

Step 4 Options	Impact on Tax Withholding
Step 4(a) Other Income	If you enter an amount, this increases the taxable gross used for calculations, which may increase your taxes withheld.
Step 4(b) Deductions	If you enter an amount, this may lower your taxes withheld.
Step 4(c) Extra Withholding	If you enter an amount, this will increase your taxes withheld by the amount entered.

Additional Notes

The amount of federal income taxes withheld from each check can vary and is based on the employee's taxable gross, IRS Tax Tables, and the employee's Form W-4 elections.

If employees made a change to their Form W-4 after 2020, there are no "exemptions" to claim. Exemptions were removed when the IRS revised Form W-4 in January 2020.

Please note that the information above **does not** guarantee a refund on an individual's tax return. An individual's tax return is based on **all** information submitted to the IRS when filing taxes (such as Form W-2's from all jobs, 1099's, tax credits, etc.), and not solely on the NEISD W-2.

Assistance with Form W-4

The Payroll Department will not advise employees on what to elect on the W-4. Please see a tax professional for questions regarding your taxes.

If you need assistance figuring out what information you should enter on the W-4 form, there are two resources available to NEISD employees.

One is the [irs.gov](https://www.irs.gov) website, as they have a tax calculator that will ask you questions about your tax circumstances, almost like doing a mini tax return.

The other is ComPsych, which is the District's Employee Assistance Program that is available to all District employees. One of the services they offer is assistance with Form W-4. Their number is (833) 475-0996.