

The new 2020 [Form W-4](#), *Employee's Withholding Certificate*, is very different from previous versions. This is due to the federal tax law changes that took place in 2018. The Internal Revenue Service (IRS) has designed the withholding tables so that they will work with both the new and prior year forms. However, only certain employees will be required to use the new form: those hired in 2020 and anyone who makes withholding changes during 2020.

**Please note: Employees who have submitted a W-4 in any year before 2020 are not required to submit a new form merely because of the redesign. Withholdings will be based on the information from their most recently submitted W-4.**

Before completing the 2020 Form W-4, please read the instructions that are included with the form.

- Steps 1 and 5 are required
- 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)
- Employees who write "Exempt" in the space below Step 4(c) shall have no federal income tax withheld from their paychecks except in the case of certain supplemental wages
- 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 IRS online [withholding estimator](#) starting in January.

Additionally, the IRS has also published [Frequently Asked Questions](#) that you may find helpful as you complete the form. The new W-4 Form can be found [online](#) and is also available in the Payroll Office at LAC T-1045.

For tax specific questions, please contact the Internal Revenue Service (IRS) at <http://www.irs.gov>, 1-800-829-1040, or your personal tax advisor for further assistance.

Thank you,  
Payroll/Benefits Department  
Long Beach City College  
562.938.4924