

Employee Start Date: \_\_\_/\_\_\_/2023

Employee's Withholding Certificate

OMB No. 1545-0074

Form W-4

Department of the Treasury Internal Revenue Service

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.

Give Form W-4 to your employer.

Your withholding is subject to review by the IRS.

2023

Step 1: Enter Personal Information. (a) First name and middle initial, Last name, (b) Social security number, Address, City or town, state, and ZIP code, (c) Single or Married filing separately, Married filing jointly or Qualifying surviving spouse, Head of household.

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, other details, and privacy.

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. Do only one of the following: (a) Reserved for future use, (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; 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 generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate. TIP: If you have self-employment income, see page 2.

Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependent and Other Credits. If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly): Multiply the number of qualifying children under age 17 by \$2,000 \$; Multiply the number of other dependents by \$500 \$; Add the amounts above for qualifying children and other dependents. You may add to this the amount of any other credits. Enter the total here \$3. Step 4 (optional): Other Adjustments. (a) Other income (not from jobs). 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 \$4(a). (b) 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 \$4(b). (c) Extra withholding. Enter any additional tax you want withheld each pay period \$4(c).

Step 5: Sign Here. Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete. Employee's signature (This form is not valid unless you sign it.) Date

Employers Only. Employer's name and address: EDUCATION SERVICES COMMISSION OF NEW JERSEY, 1660 STELTON ROAD, PISCATAWAY, NEW JERSEY. First date of employment: \_\_\_/\_\_\_/2023. Employer identification number (EIN):