

**YOU MAY NEED TO**

# Check Your Withholding

**Since you last filed Form W-4 with your employer did you . . .**

- ▶ Marry or divorce?
- ▶ Gain or lose a dependent?
- ▶ Change your name?

**Were there major changes to . . .**

- ▶ Your nonwage income (interest, dividends, capital gains, etc.)?
- ▶ Your family wage income (you or your spouse started or ended a job)?
- ▶ Your itemized deductions?
- ▶ Your tax credits?

**If you can answer "YES" . . .** To any of these questions or you owed extra tax when you filed your last return, you may need to file a new Form W-4.

See your employer for a copy of Form W-4 or call the IRS at 1-800-829-3676. Now is the time to check your withholding. For more details, get Publication 919, *How Do I Adjust My Tax Withholding?*, or use the Withholding Calculator at [www.irs.gov/individuals](http://www.irs.gov/individuals) on the IRS website.

Employer: Please post or publish this Bulletin Board Poster so that your employees will see it. Please indicate where they can get forms and information on this subject.



**W-4**

Department of the Treasury  
Internal Revenue Service

Type or print your name

Home address (number and street)

City or town, state, and ZIP code

Total number of all jobs

Additional amount, if any

I claim exemption from withholding

Last year I had a tax liability

and I certify that I meet both of the following conditions for exemption from withholding of all federal income tax withheld because I had no tax liability and