

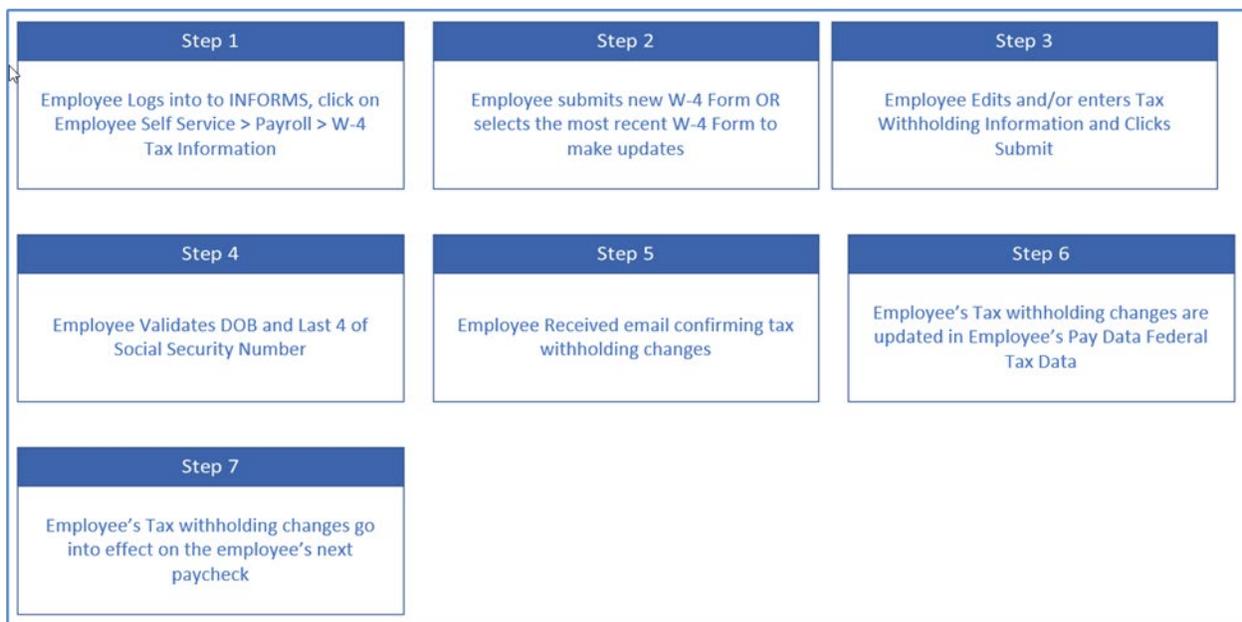


Miami-Dade County

Submit W-4 Withholding Information - Job
Aid

DESCRIPTION

This job aid is for all employees. Employees are responsible for self-service functions. The purpose of this job aid is to help employees perform the necessary steps to submit the W-4 withholding information. The process flow is as follows:



Step	Action
1.	<p>Navigation: Employee Self-Service > Payroll > W-4 Tax Withholding (on left hand panel)</p>
2.	<p>Step 1: Personal Information</p> <ul style="list-style-type: none"> • Confirm that your name matches your name on your social security card • Confirm that your address is correct • Select your filing status. Please note, the screenshot below is an example. You should select your qualifying filing status <p>Note: Only complete steps 2-4 if they apply to you.</p> <div data-bbox="305 632 1214 1291" style="border: 1px solid black; padding: 10px;"> <p>W-4 Withholding Certificate</p> <p>Alisia Dejesus Social Security Number 700-30-5537 Miami Dade County</p> <p>Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Your withholding is subject to review by the IRS www.irs.gov.</p> <p>Step 1: Personal Information</p> <p>Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov.</p> <p>Address</p> <p>1st Avenue APT 001 Miami FL 33132</p> <p>Filing Status</p> <p><input checked="" type="radio"/> Single or Married filing separately</p> <p><input type="radio"/> Married filing jointly (or Qualifying widow(er))</p> <p><input type="radio"/> Head of Household (Check only if you are unmarried and pay more than half the cost of keeping up a home for yourself and a qualifying individual).</p> <p>Complete Steps 2 through 4 ONLY if they apply to you. To see if you are exempt from withholding or you have concerns about your privacy, see instructions for Form W-4 on the IRS website.</p> </div>

Step 2: Multiple Job or Spouse Works (if applicable)

- Follow the instructions provided in the **View Instructions** icon to verify that this is applicable to you. If so, select the check box



Note: Please refer to the instructions at the end of step 2 on how to proceed with steps 3 and 4.

3.

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. The correct amount of withholding depends on income earned from all these jobs.

[Hide Instructions](#)

Do **only one** of the following.

(a) Use the estimator at www.irs.gov/W4App for most accurate withholding; or
(b) Use the Multiple Jobs Worksheet and enter the result in Step 4 (c) below for roughly accurate withholding; 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 accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld.

CAUTION: If you have privacy concerns, choose (a) or (b). If you and/or your spouse have income from self-employment, including as an independent contractor, choose (a).

Multiple Jobs or Spouse Works

Complete Steps 3 through 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 through 4(b) on the Form W-4 for the highest paying job.)

4.

Step 3: Claim Dependents (if applicable)

- To claim tax credits for dependents, follow the instructions provided in the **View Instructions** icon to verify that this is applicable to you. If so, please provide the appropriate values in the value boxes. Only dollar amounts are accepted.

[View Instructions](#)

Step 3: Claim Dependents

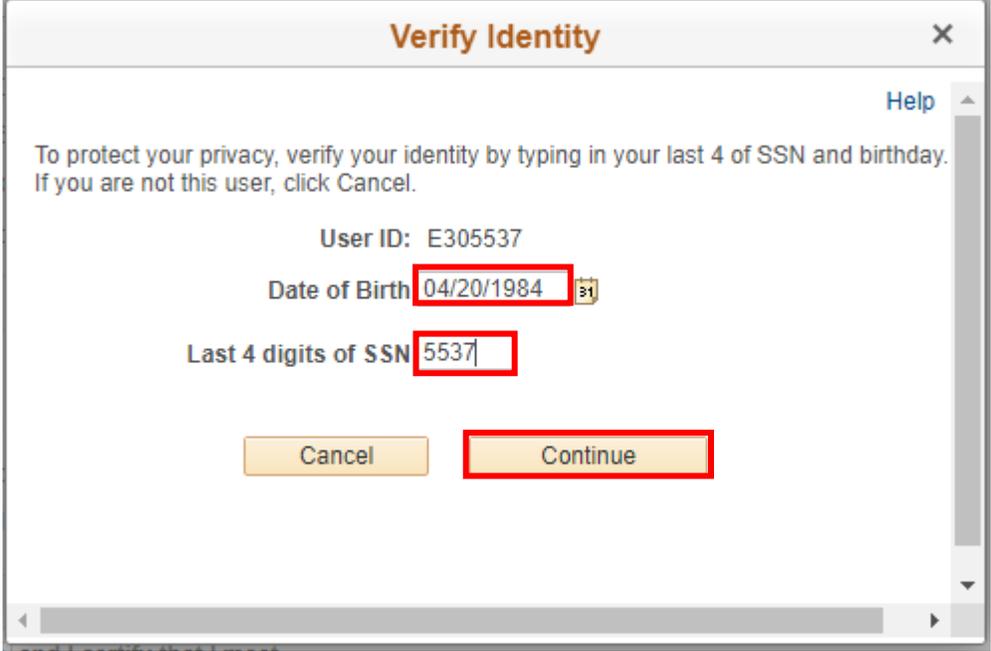
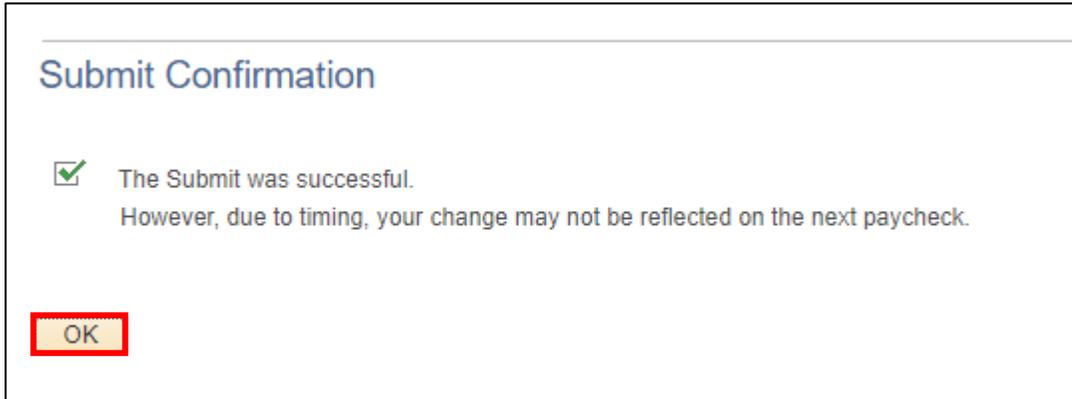
[Hide Instructions](#)

To qualify for the child tax credit, the child must be under age 17 as of December 31, must be your dependent who generally lives with you for more than half the year, and must have the required social security number. You may be able to claim a credit for other dependents for whom a child tax credit can't be claimed, such as an older child or a qualifying relative. For additional eligibility requirements for these credits, see Pub. 972, Child Tax Credit and Credit for Other Dependents. You can also include other tax credits in this step, such as education tax credits and the foreign tax credit. To do so, add an estimate of the amount for the year to your credits for dependents and enter the total amount in Step 3. Including these credits will increase your paycheck and reduce the amount of any refund you may receive when you file your tax return.

If your 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	<input type="text"/>
Multiply the number of other dependents by \$500	<input type="text"/>
Other tax credits	<input type="text"/>
Total	<input type="text"/>

5.	<p>Step 4: Other Adjustments (if applicable)</p> <ul style="list-style-type: none">To add additional income, itemize deductions, and/or extra tax withholdings, follow the instructions provided in the View Instructions icon to verify that this is applicable to you. If so, please provide the appropriate values in the value boxes. Only dollar amounts are allowed. <div style="text-align: center;">View Instructions</div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"><p>Step 4: Other Adjustments</p><p>Hide Instructions</p><p>(a) Other Income. 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. You should not include income from any jobs.</p><p>(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet and enter the result here.</p><p>(c) Extra withholding. Enter any additional tax you want withheld each pay period.</p><div style="border: 2px solid red; padding: 5px; margin-top: 10px;"><p>(a) Other Income <input type="text"/></p><p>(b) Deductions <input type="text"/></p><p>(c) Extra Withholding <input type="text"/></p></div></div>
6.	<p>Claim Exemption from Withholding</p> <ul style="list-style-type: none">Please ensure this is applicable to you. If so, enter the appropriate year, check the box if you meet the conditions, and then select Submit. Only claim exemption from withholding if this applies to you <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"><p>Claim Exemption from Withholding</p><p>I claim exemption from withholding for the year 2022 and I certify that I meet BOTH of the following conditions for exemption from withholding:</p><ul style="list-style-type: none">Last year I owed no federal income tax.This year I expect to owe no federal income tax.<div style="border: 2px solid red; padding: 5px; margin-top: 10px;"><p><input type="checkbox"/> Check this box if you meet both conditions to claim exemption from tax withholding</p></div><p>Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.</p><div style="border: 2px solid red; padding: 5px; margin-top: 10px; text-align: center;"><p>Submit</p></div></div>

7.	<p>Verify Identity</p> <ul style="list-style-type: none">• Enter your Date of Birth in the following format: two-digit month, two-digit day, and four-digit year• Enter the last four digits of your Social Security Number.• Select Continue 
8.	<p>Submit Confirmation</p> <ul style="list-style-type: none">• Once submitted, you should receive the confirmation below. Select OK. No further action is required. 

There will also be email confirmation sent after successfully completing the W4.

9.

