

Do you get these questions from your staff?

“I DON’T KNOW HOW TO COMPLETE MY W4?”

“I DIDN’T HAVE ENOUGH TAXES WITHHELD?”

Often employees do not understand the form w-4 or are upset because enough taxes aren’t being withheld from their paychecks.

The IRS warns employers to not advise employees on how to complete this form, but we have a few ways you can show them where to find guidance on this subject.

Primarily if the employee has a tax accountant they need to discuss this with that person.

If they don’t have a tax preparer the IRS offers an online calculator that’s very accurate.

www.irs.gov/w4app

If we use ADP to process your payroll, your team can adjust their w-4 via their personal ADP access at any time. They can also complete a form W-4 and you can send that to us and we’ll make the update. Please be sure your employee uses the current year form w-4. Old forms are not valid, forms dated before 2020 will not be accepted.

If you have an employee claiming EXEMPT on their w-4 keep in mind this exemption is recognized by the IRS for only that calendar year. By IRS policy a new w-4 must be submitted for the next year by Feb 15th or the withholding should be changed to Single no exemptions if the employee fails to provide an updated w-4. However, H&T will not force this change in the software without updated w-4.

It’s the employer responsibility to remind their staff to update forms when this expires or any time they need to change their w-4.