

# W-4 Instructions

1. Steps 1 and 5 are required for everyone. Use your home address. Complete Steps 2, 3, and/or 4 only if they are applicable to you.
2. STEP 2: If you or your spouse are working another job outside of Allegheny, then complete 1 of the following options:
  - a. Option 1: Use this estimator [www.irs.gov/W4App](http://www.irs.gov/W4App) to get an accurate withholding amount that would be used for Steps 3 and 4 as well.
  - b. Option 2: Use the Multiple jobs worksheet found on page 3 to complete Step 2(b), and then enter your results in Step 4 line 4(c).
  - c. Option 3: If you **only work 2 jobs**, you may check this box, and do the same on the **other employer's** W-4 form. This is best for similar paying jobs.
3. STEP 3: This step is applicable if you have people, usually children, that financially depend on you. If you have no dependents, then you will put zeros in the boxes.
4. STEP 4: This step is applicable if you have other income that is not from jobs (such as interest or dividends), itemize deductions (not likely for students), or want extra taxes withheld (if you selected option 1 or 2 for Step 2).
  - a. If you have income from something other than a job (such as interest or dividends), put the amount you want withheld to cover the taxes for this other income in box 4(a). Otherwise list 0 in box 4(a)
  - b. If you itemize your deductions and you want to reduce your withholding, use the the deduction worksheet found on page 3 to complete Step 4(b) and enter the result in box 4(b)
  - c. If you selected option 1 or 2 from Step 2, you will enter the amount in this box here 4(c).