



Revised W-4 Form

In 2020, the IRS made significant changes to the W-4 form that is used to determine the amount of income tax withholding to be deducted from employees' paychecks. We enclose several documents with your tax update that explain the new form in detail. We have also developed a new screen that allows you to enter the values from the employee's 2020 W-4 Form. This screen is accessed from either the Employee master screen (**Vision Point**), or from the Custom Menu (**Pro**).

These values will be used to calculate the employee's federal withholding. States that adopt a similar format will be included in future updates, using the same screen layout.

Employee Maintenance Version: VP.001

W-4 Withholding Status

| | | | |
|----------------------------------|-----|------------|--|
| Employee ID | CDM | Mattison | Filing Status Options |
| Tax ID | | FWT | <u>2019 W-4</u> |
| Filing Status | B | | S = Single |
| Step 2 Box Checked? | N | | M = Married filing Jointly |
| 4a. Increase Annual Income | | 1,000 | <u>2020 W-4, Step 2 box IS NOT checked</u> |
| 4b. Reduce Annual Income | | 0 | A = Single or Married filing Separately |
| 4c. Increase Withholding PER PPD | | 0 | B = Married filing Jointly |
| 3. Reduce Annual Withholding | | 0 | C = Head of Household |
| Effective Date | | 01/14/2020 | <u>2020 W-4, Step 2 box IS checked</u> |
| | | | D = Single or Married filing Separately |
| | | | E = Married filing Jointly |
| | | | F = Head of Household |

EXIT

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This screen shows Vision Point single-character Filing Status codes. The traditional **S** (Single) and **M** (Married) filing status codes can still be used until a change is requested. At that point, one of the new codes must be chosen.

In this example, the Filing Status is **B**, indicating **Married Filing Jointly**, the **Box in Step 2 of the W-4** has **not** been checked, and an additional \$1000 was added to taxable wages in Step 4a of the W-4 to account for outside income from which no taxes have been withheld.

The codes shown in the screen above are for Vision Point. The corresponding Pro codes are **S1**, **M1**, **H1** (A,B,C) and **S2**, **M2**, **D2** (D, E, F). Each one identifies a table that will be used along with the values entered on this screen to calculate the employee's withholding amount.