



### Update W4 (tax) information:

Where is the form?

The form is located on the District’s employee website: <http://www.colonialschooldistrict.org/employees/>

If needed, scroll until you get to the I need to section:



You will click the [Change my tax exemptions for Federal and DE W-4](#) to change state. With the changes to the federal tax form, a separate form needs to be completed for changes to the Delaware form. Once the forms are completed, they need to be emailed to the payroll mailbox at [payroll@colonial.k12.de.us](mailto:payroll@colonial.k12.de.us) Due to processing times, the forms should be submitted 2 weeks prior to the paycheck you wish them to be in effect.

## Filling out the Federal Form

**-Due to changes in tax reform, the form now looks different. Payroll CANNOT give out any tax advice on how to complete the form. There are instructions to better help you on page 2 of the form when you click the link.**

**Step 1:** This is where you put your name, address, and filing status. Prior to 2020, the options were single or married. The new form now includes Head of Household option.

Form <b>W-4</b> (Rev. December 2020) Department of the Treasury Internal Revenue Service	<b>Employee’s Withholding Certificate</b>		OMB No. 1545-0074  <b>2021</b>
	▶ Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. ▶ Give Form W-4 to your employer. ▶ Your withholding is subject to review by the IRS.		
<b>Step 1:</b> <b>Enter Personal Information</b>	(a) First name and middle initial	Last name	(b) Social security number
	Address		▶ 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 <a href="http://www.ssa.gov">www.ssa.gov</a> .
	City or town, state, and ZIP code		
	(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying widow(er) <input type="checkbox"/> Head of household (Check only if you’re unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

**Step 2:** You only need to fill out this step if it applies to you. It is just a check box you click in the event that you have more than one job or are filing married jointly. This instructs you how to calculate the amount you would put Step 4 as an additional withholding.

<b>Step 2: Multiple Jobs or Spouse Works</b>	<p>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 of these jobs.</p> <p>Do <b>only one</b> of the following.</p> <p>(a) Use the estimator at <a href="http://www.irs.gov/W4App">www.irs.gov/W4App</a> for most accurate withholding for this step (and Steps 3–4); <b>or</b></p> <p>(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; <b>or</b></p> <p>(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 . . . . . <input type="checkbox"/></p> <p><b>TIP:</b> To be accurate, submit a 2021 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.</p> <p><b>Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs.</b> Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)</p>
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**Step 3:** This is the section where you put your exemptions. Previously, you would put a number. The new form requires a dollar amount. The higher the dollar amount, the lower tax withholding. If you need more taxes taken out, reduce the dollar amount.

<b>Step 3: Claim Dependents</b>	<p>If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):</p> <p>Multiply the number of qualifying children under age 17 by \$2,000 ► \$ <input type="text"/></p> <p>Multiply the number of other dependents by \$500 . . . . . ► \$ <input type="text"/></p> <p>Add the amounts above and enter the total here . . . . . <b>3</b> \$ <input type="text"/></p>
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**Step 4:** This section has a couple of different items that do different things to your taxes.

**4(a):** This section is where you can put additional income that doesn't have tax withheld. If you have your own side business or something along those lines, you can put the amount here to increase your tax withholding to accommodate for those earnings. This will INCREASE your tax withholding.

**4(b):** You would put a dollar amount here if you have additional deductions other than children or dependents. Entering an amount here will DECREASE your tax withholding.

**4(c):** This is for extra withholding. This box was on the old form. You would put a flat additional amount you want to withhold for taxes. This will INCREASE your tax withholding.

<b>Step 4 (optional): Other Adjustments</b>	<p>(a) <b>Other income (not from jobs).</b> 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 . . . . .</p> <p>(b) <b>Deductions.</b> If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here . . . . .</p> <p>(c) <b>Extra withholding.</b> Enter any additional tax you want withheld each <b>pay period</b> . . . . .</p>	<p><b>4(a)</b> \$ <input type="text"/></p> <p><b>4(b)</b> \$ <input type="text"/></p> <p><b>4(c)</b> \$ <input type="text"/></p>
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Activate Windows  
Go to Settings to activate Windows.

**Step 5:** This is just your signature. All forms require your signature and date in order to be processed. The employer section below the signature is to remain blank.

<b>Step 5: Sign Here</b>	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.		
	▶ <b>Employee's signature</b> (This form is not valid unless you sign it.)		▶ <b>Date</b>
<b>Employers Only</b>	Employer's name and address	First date of employment	Employer identification number (EIN)
For Privacy Act and Paperwork Reduction Act Notice, see page 3.		Cat. No. 10220Q	Form <b>W-4</b> (2021)

## Filling out the State Form

This form will look more familiar as it is filled out the same way the old federal form was.

**Block 1:** This is where you will fill out your name and address.

**Block 2:** Taxpayer ID = your Employee ID

**Block 3:** This is to tell us if you are claiming single or married on your taxes.

<b>1</b> FIRST NAME AND MIDDLE INITIAL	LAST NAME	<b>2</b> TAXPAYER ID
HOME ADDRESS (Number and street or rural route)		<b>3</b> MARITAL STATUS
		<input type="checkbox"/> Single <input type="checkbox"/> Married
CITY OR TOWN	STATE	ZIP CODE

**Block 4:** This is where you would put your exemptions. This form requires a number. This is filled out the same way as the old federal form. This will DECREASE the amount of tax withheld.

**Block 5:** This is the place to put any additional withholding you would like. This will be a flat dollar amount that will be taken in addition to your tax withheld. This will INCREASE the amount of taxes withheld, by the amount written in the box.

**Under Block 5** is where you need to sign and date. All forms must have your signature and a date to be processed. The Employer section under your signature is to be left blank.

<b>4</b> Total number of dependents you can claim on your return .....	<b>4</b>
<b>5</b> Additional amount, if any, you want withheld from each paycheck .....	<b>5</b> \$
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.	
<b>Employee's signature</b> (This form is not valid unless signed) ▶ _____	
Date ▶ _____	
<b>6</b> Employer's name and address ( <b>Employer:</b> Complete boxes 6 through 8 if sending to the Delaware Division of Revenue and the State Directory of New Hires.)	<b>7</b> First date of employment
	<b>8</b> Employer identification number (EIN)

Please note that Payroll is unable to provide any advice on the completion of these forms. If you have any questions, you will need to contact an accountant or tax attorney.

Once the forms are completed, please send via email to the payroll mailbox at [payroll@colonial.k12.de.us](mailto:payroll@colonial.k12.de.us)

Please allow 2 weeks for processing prior to seeing the change reflected on your paystub. You can verify this change by reviewing your paystub in ePay.