

## How To Translate the 2020 W4 Information Into eCMS

This document provides information about the new 2020 W4 form and information, and NOT about the previous versions of the W4 form.

Users need to ensure that the 2020 Federal Tax Tables are created on their systems. To accomplish that, users need to go to the [Customer Support Website](#) to print out the tax tables and enter them manually into the system (P/R / Maintenance / Tax Tables). The tables are setup as annual rates. Users need to use the Equate Factor on the final screen to establish Weekly (52), Bi-Weekly (26), and Monthly (12), etc.... tax tables for their business needs.

[Customer Support Website](#) / Resources / Quarter End and Year End Documentation

### Quarter-End and Year-End Documentation

#### 2019 DOCUMENTATION

##### 2020 -Final IRS Percentage Method Tables and W-4 Documents

*!REVISED as of 12/22/2019 - The Single, Married, Single -1, Married -2, HH and HH - 3 Tax Tables!*

[2020 - FIT - WK - Single - S](#) (revised as of 01022020)

[2020 - FIT - WK - Married - M](#) (revised as of 01052020)

[2020 - FIT - WK - Single - 1](#)

[2020 - FIT - WK - Married - 2](#)

[2020 - FIT - WK - Head of HH - H](#)

[2020 - FIT - WK - Head of HH - 3](#)

[2020 - Final - Federal W4 Form](#)

[2020 - 1B Percent Method Tables Automated - 12-04-20](#)

[Items to Consider](#)

#### [2019 Year-End Processing FAQ](#)

#### 2019 United States Year-End

[US Year-End User Guide](#)

[US Year-End Presentation](#)

[US Year-End Webinar Recording](#)

2020 W-4 Form

<b>Form W-4</b> Department of the Treasury Internal Revenue Service		<b>Employee's Withholding Certificate</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.		OMB No. 1545-0074 <b>2020</b>
<b>Step 1: 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.)				
<b>Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5.</b> See page 2 for more information on each step, who can claim exemption from withholding, when to use the online estimator, and privacy.				
<b>Step 2: Multiple Jobs or Spouse Works</b>				
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. Do <b>only one</b> of the following. (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); or (b) Use the Multiple Jobs Worksheet on page 3 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. . . . . <input type="checkbox"/>				
<b>TIP:</b> To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.				
<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.)				
<b>Step 3: Claim Dependents</b>				
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 ▶ \$ _____ Multiply the number of other dependents by \$500 . . . . . ▶ \$ _____ Add the amounts above and enter the total here . . . . . <b>3</b> \$ _____				
<b>Step 4 (optional): Other Adjustments</b>				
(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 . . . . . <b>4(a)</b> \$ _____ (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 . . . . . <b>4(b)</b> \$ _____ (c) <b>Extra withholding.</b> Enter any additional tax you want withheld each pay period . . . . . <b>4(c)</b> \$ _____				
<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. <span style="float: right;">Cat. No. 10220Q <b>Form W-4</b> (2020)</span>				

**Employee Master (P/R / Maintenance 1 / Employee Master)**

Shift:	<input type="text" value="1"/>
Department	<input type="text" value="100"/> <
Gender:	Female ▾
Marital Status:	Married ▾
Earned Income Credit:	<input type="text"/>
Tax Status:	<input type="text" value="M"/>
Federal Exemptions:	<input type="text" value="6"/>
Federal Income Tax:	Yes ▾
Additional Amount:	<input type="text" value="0"/>
Additional Percent:	<input type="text" value="0"/>
Dependent Tax Credit:	<input type="text" value="0.00"/>
Other Deductions:	<input type="text" value="0.00"/>
Other Income:	<input type="text" value="0.00"/>

**Tax Status** (S, M, H, 1, 2, 3)

**Step 1c**

Single or Married filing separately enter “**S**” for Tax Status

Married filing jointly enter “**M**” for Tax Status

Head of household enter “**H**” for Tax Status

If **Step 2c** is checked then use these Tax Status with corresponding selection with **Step 1c**

Single or Married filing separately and **Step 2c** checked enter “**1**” for Tax Status

Married filing jointly and **Step 2c** checked enter “**2**” for Tax Status

Head of household and **Step 2c** checked enter “**3**” for Tax Status

**Federal Exemptions**—ALWAYS leave blank

**Federal Income Tax**—Enter YES if you want taxes to calculate; Enter NO if you want no taxes calculated

**Additional Amount**—Enter Extra Withholding **per pay period** amount from **Step 4c** of 2020 W4

**Dependent Tax Credit**—Enter amount from **Step 3** of 2020 W4

**Other Deductions**—Enter **\$12,900** for Tax Status M or **\$8,600** for Status S and H (The Standard Deductions) **PLUS** any amount from **Step 4b** of 2020 W4. No Standard Deductions for Tax Status 1, 2, and 3

**Other Income**—Enter amount from Step 4a of 2020 W4