

Federal W-4 Form Step 1

Connect Tax Entry Screen

Form W-4 (Rev. December 2020) Department of the Treasury Internal Revenue Service		Employee's Withholding Certificate ▶ 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 2021
Step 1: Enter Personal Information	(a) First name and middle initial		Last name	(b) Social security number ▶ 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 www.ssa.gov .
	Address			
	City or town, state, and ZIP code			
	(c) ☐ Single or Married filing separately ☐ Married filing jointly or Qualifying widow(er) ☐ 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.)			

ental Health Authority of Clinton, Eaton, Ingham Counties

*When does this change start?

1/13/21

*Filing Status

Select a value

Select a value

Head of household

Married filing jointly or Qualifying widow or widower

Single or Married filing separately

0 USD

Exempt from Federal Income Tax

Select a value

*Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, a

☐ I Agree

Qualifying Dependents Amount

Other Dependents Amount

Total Dependents Amount

Other Income Amount

Deductions Amount

Federal W-4 Form Step 2

Connect Tax Entry Screen

Step 2: Multiple Jobs or Spouse Works

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 **only one** of the following.

- (a) Use the estimator at www.irs.gov/W4App 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 ☐

TIP: 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.

Community Mental Health Authority of Clinton, Eaton, Ingham Counties

Save

Cancel

Form Name

Federal

Qualifying Dependents Amount

0

USD

*When does this change start?

1/13/21

Other Dependents Amount

0

USD

*Filing Status

Select a value

Total Dependents Amount

0

USD

Multiple Jobs

Select a value

Other Income Amount

0

USD

Extra Withholding

0

USD

Deductions Amount

0

USD

Exempt from Federal Income Tax

Select a value

*Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

☐ I Agree

Federal W-4 Form Steps 3 & 4

Connect Tax Entry Screen

Step 3: Claim Dependents	If your total 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	3	\$
Step 4 (optional): Other Adjustments	(a) Other income (not from jobs). 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	4(a)	\$
	(b) Deductions. 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	4(b)	\$
	(c) Extra withholding. Enter any additional tax you want withheld each pay period	4(c)	\$

Community Mental Health Authority of Clinton, Eaton, Ingham Counties

SaveCancel

Form Name Federal	Qualifying Dependents Amount 0 USD
*When does this change start? 1/13/21	Other Dependents Amount 0 USD
*Filing Status Select a value	Total Dependents Amount 0 USD
Multiple Jobs Select a value	Other Income Amount 0 USD
Extra Withholding 0 USD	Deductions Amount 0 USD
Exempt from Federal Income Tax Select a value	

*Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

☐ I Agree

Exemption from Withholding Page 2

Exemption from withholding. You may claim exemption from withholding for 2021 if you meet both of the following conditions: you had no federal income tax liability in 2020 **and** you expect to have no federal income tax liability in 2021. You had no federal income tax liability in 2020 if (1) your total tax on line 24 on your 2020 Form 1040 or 1040-SR is zero (or less than the sum of lines 27, 28, 29, and 30), or (2) you were not required to file a return because your income was below the filing threshold for your correct filing status. If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file your 2021 tax return. To claim exemption from withholding, certify that you meet both of the conditions above by writing “Exempt” on Form W-4 in the space below Step 4(c). Then, complete Steps 1(a), 1(b), and 5. Do not complete any other steps. You will need to submit a new Form W-4 by February 15, 2022.

Connect Tax Entry Screen

Form Name Federal	Qualifying Dependents Amount
*When does this change start? 1/14/21	Other Dependents Amount
*Filing Status Single or Married filing separately	Total Dependents Amount
Multiple Jobs No	Other Income Amount
Extra Withholding 0 USD	Deductions Amount
Exempt from Federal Income Tax Select a value	
*Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, c ☐ I Agree	

Please read the **Exemption from Withholding** section on **page 2** of the Federal W-4 form to determine your exemption status. **Note:** Most employees are **not** exempt from Federal taxes.

Community Mental Health Authority of Clinton, Eaton, Ingham Counties

Form Name
Federal

*When does this change start?
1/14/21

*Filing Status
Select a value

Multiple Jobs
No

Extra Withholding
0 USD

Exempt from Federal Income Tax
Select a value

Qualifying Dependents Amount
0 USD

Other Dependents Amount
0 USD

Total Dependents Amount
0 USD

Other Income Amount
0 USD

Deductions Amount
0 USD

*Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.
☒ I Agree

Be sure to click "I Agree" then Save!

Community Mental Health Authority of Clinton, Eaton, Ingham Counties

Form Name Federal	Multiple Jobs No
Start Date 1/14/21	Extra Withholding 0 USD
Filing Status	Exempt from Federal Income Tax

Form Name MI	Are you a new employee
Start Date 11/4/20	Date of Hire
	Allowances 1
	Additional Tax Amount

To generate a copy of your completed forms, click the **Federal** and **MI** links as indicated above.

W-4 Employee's Withholding Certificate OMB No. 1545-0074

Department of the Treasury Internal Revenue Service

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.

2021

Step 1: Enter Personal Information

(a) First name and middle initial: Arya
Last name: Starkle
Address: PO Box 1
City or town, state, and ZIP code: Lansing, MI-48911

(b) Social security number: 587-87-6310

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 www.ssa.gov.

(c) ☒ Single or Married filing separately
☐ Married filing jointly or Qualifying widow(er)
☐ 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.)

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at www.irs.gov/W4App, and privacy.

Step 2: Multiple Jobs or Spouse Works

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 **only one** of the following.

(a) Use the estimator at www.irs.gov/W4App 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. ☐

TIP: 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.

Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. 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.)

Step 3: Claim Dependents

If your total 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 ▶ \$ 0.00

Multiply the number of other dependents by \$500 ▶ \$ 0.00

Add the amounts above and enter the total here ▶ 3 \$ 0.00

Step 4 (optional): Other Adjustments

(a) **Other income (not from jobs).** 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 ▶ 4(a) \$ 0.00

(b) **Deductions.** 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 ▶ 4(b) \$ 0.00

(c) **Extra withholding.** Enter any additional tax you want withheld each pay period ▶ 4(c) \$ 0.00

Step 5: Sign Here

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

Employee's signature (This form is not valid unless you sign it.) ▶ 01-14-2021
Date

Employers Only

Employer's name and address: Community Mental Health Authority of Clinton, Eaton, Ingham Counties, 612 E. Jolly Rd., Lansing, MI - 48919
First date of employment: 08-31-2020
Employer identification number (EIN): 38-6337733

For Privacy Act and Paperwork Reduction Act Notice, see page 3. Cat. No. 10220Q Form W-4 (2021)

Note: Connect uses your latest withholding data regardless of the pay period in which the Effective Start Date of the W-4 falls in.

Example:

- Pay Period 02 Start Date – 12/25/20
- Pay Period 02 End Date – 1/8/21
- Pay Period 02 Process Date – 1/22/21
- Employee withholding update Date – 1/15/21

In the given situation above, when the payroll runs on 1/22/21 for Pay Period 02, it will use the latest withholding data as of 1/22/21 which is 1/8/21 even though it falls in PP03.

For more information on completing your Federal Tax Form, visit the [IRS Tax Withholding Estimator](#) to make sure you have the right amount of tax withheld from your paycheck.