

Federal W-4 Form Step 1

Step 1:	Complete Form W-4 so that your employ Give Fe	Withholding Certificate er can withhold the correct federal income tax from your orm W-4 to your employer. ing is subject to review by the IRS. Last name			Connect Tax	Entry Screen
Personal	ty or town, state, and ZIP code Single or Married filing separately Married filing jointly or Qualifying widow(er)		Does your nam name on your so card? If not, to er credit for your earr SSA at 800-772-1 www.ssa.gov.	cial security sure you get ings, contact	ental Health Authority of Clint	ton, Eaton, Ingham Counties Qualifying Dependents Amount
	Head of household (Check only if you're unman	ried and pay more than half the costs of keeping up a home for yo	*When 1/13/2 *Filing Select Select Head of	does this chart Status a value a value f household	Qualifying widow or widower	Other Dependents Amount Total Dependents Amount Other Income Amount Deductions Amount
			Select	a value	perjury, I declare that this certificate, to the be	st of my knowledge and belief, is true, correct, a



Federal W-4 Form Step 2

Step 2: Multiple Jobs or Spouse Works

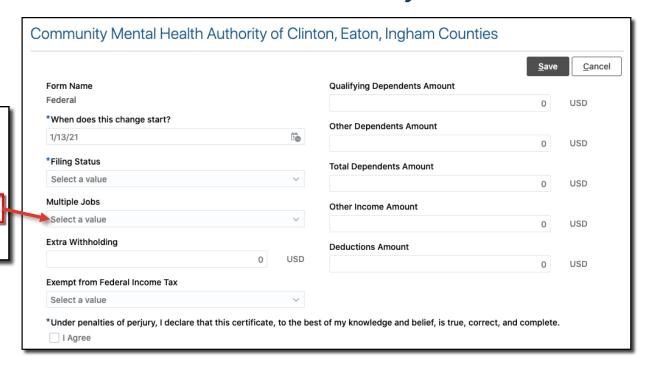
Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

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

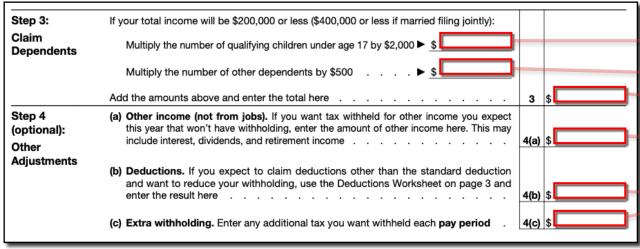
TIP: To be accurate, submit a 2021 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Connect Tax Entry Screen

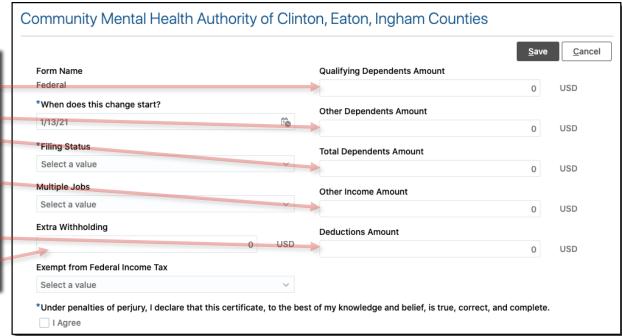




Federal W-4 Form Steps 3 & 4



Connect Tax Entry Screen





Exemption from Withholding Page 2

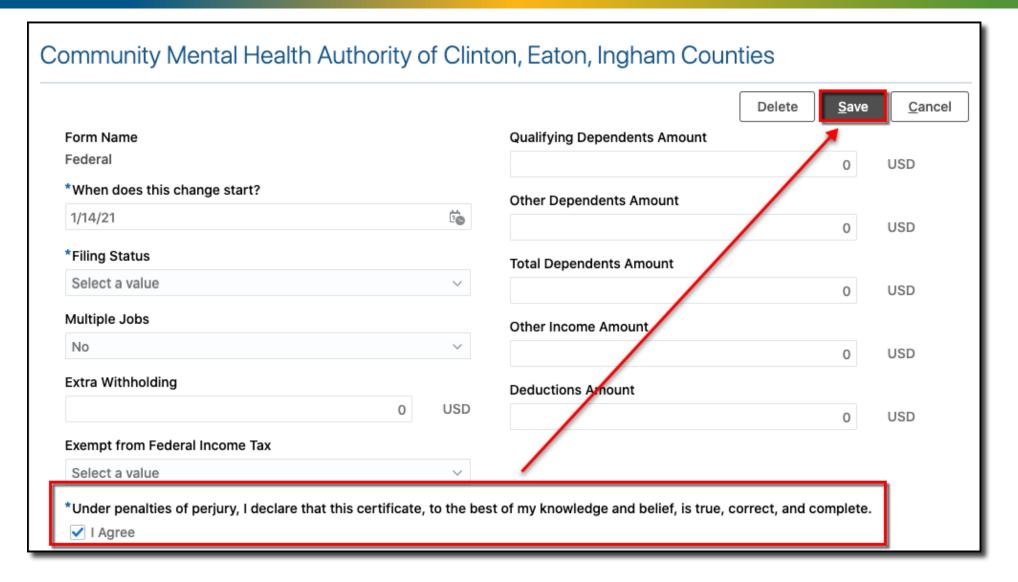
Exemption from withholding. You may claim exemption from withholding for 2021 if you meet both of the following conditions: you had no federal income tax liability in 2020 and you expect to have no federal income tax liability in 2021. You had no federal income tax liability in 2020 if (1) your total 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		Qualifying Dependents Amount
Federal		
*When does this change start?		Other Dependents Amount
1/14/21	Ī	Other Dependents Amount
*Filing Status		Total Dependents Amount
Single or Married filing separately	~	,
Multiple Jobs		Other Income Amount
No	~	
Extra Withholding		Deductions Amount
0	USD	
Exempt from Federal Income Tax		
Select a value	~	

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.





Be sure to click "I Agree" then Save!



Community Mental Health	Authority of Clinton, Eaton, Ingham Counties
Form Name	Multiple Jobs No
Start Date	Extra Withholding 0 USD
Filing Status	Exempt from Federal Income Tax
Form Name	Are you a new employee
MI	Date of Hire
Start Date 11/4/20	Allowances 1
	Additional Tax Amount

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

	► Complete Form W-4 so that your employer can withhold the correct federal income tax from you ► Give Form W-4 to your employer.	r pay.
Repartment of the Tr Internal Revenue Ser	➤ Your withholding is subject to review by the IRS.	~~ ·
Step 1:	(a) First name and middle initial List name Arya Starke	(b) Social security number 587-87-6310
Enter Personal	Address PO Box 1	► Does your name match the name on your social securit card? If not, to ensure you or
nformation	City or town, state, and ZIP code Lansing, MI-48911	credit for your earnings, contain 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 y	ourself and a qualifying individual
	ps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information from withholding, when to use the estimator at www.irs.gov/W4App, and privacy.	
Step 2: Multiple Jobs	Complete this step if you (1) hold more than one job at a time, or (2) are married filin also works. The correct amount of withholding depends on income earned from all of the	
or Spouse	Do only one of the following.	
Vorks	 (a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step 	
	(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roug	
	(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 fo is accurate for jobs with similar pay; otherwise, more tax than necessary may be with	
	TIP: To be accurate, submit a 2021 Form W-4 for all other jobs. If you (or your spoulincome, including as an independent contractor, use the estimator.	se) have self-employmen
e most accur	ate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)	
Step 3:	If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):	
Step 3: Claim Dependents	Multiply the number of a valibing children under one 17 by \$2,000 by \$ 0.00	-
Claim	Multiply the number of a valibing children under one 17 by \$2,000 by \$ 0.00	-
Claim Dependents	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
Claim	Multiply the number of qualifying children under age 17 by \$2,000 ► \$0.00 Multiply the number of other dependents by \$500 ► \$0.00	t l
Claim Dependents Step 4 Optional):	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 (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 mainclude interest, dividends, and retirement income	4(a) \$ 0.00
Claim Dependents Step 4 optional):	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 (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 (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	4(a) \$ 0.00
Claim Dependents Step 4 optionall: Other Adjustments	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 (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 mainclude interest, dividends, and retirement income (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(a) \$ 0.00 4(b) \$ 0.00 4(c) \$ 0.00
Claim Dependents Step 4 Coptional): Other Adjustments Step 5: Sign	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 (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 mainclude interest, dividends, and retirement income (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 (c) Extra withholding. Enter any additional tax you want withheld each pay period. Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, or	4(a) \$ 0.00 4(b) \$ 0.00 4(c) \$ 0.00
Claim Dependents Step 4 optionall: Other Adjustments	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 (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 mainclude interest, dividends, and retirement income (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 (c) Extra withholding. Enter any additional tax you want withheld each pay period Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, or	4(a) \$ 0.00 4(b) \$ 0.00 4(c) \$ 0.00 orrect, and complete.
Claim Dependents Step 4 Coptional): Other Adjustments Step 5: Sign Here	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 (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 mainclude interest, dividends, and retirement income (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 (c) Extra withholding. Enter any additional tax you want withheld each pay period Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, or the period of the peri	4(a) \$ 0.00 4(b) \$ 0.00 4(c) \$ 0.00 orrect, and complete.
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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 <u>IRS Tax Withholding Estimator</u> to make sure you have the right amount of tax withheld from your paycheck.