

[Company Logo] - New Horizon Solutions

Employee Withholding Certificate (Form W-4)

Employee Name: Jane Doe

Employee ID: 12345

Date: March 03, 2025

Address: 123 Main St, Springfield, IL 62701

Section 1 - Personal Information:

- Marital Status: ☐ Single ☒ Married ☐ Head of Household
- Social Security Number: 123-45-6789

Section 2 - Multiple Jobs or Spouse Works:

- ☐ I have a second job or my spouse works.
- If yes, estimated annual income from second job: \$20,000.
- Use IRS Tax Withholding Estimator for accuracy.

Section 3 - Claim Dependents:

- Number of qualifying children under age 17: 1
- Other dependents: 1 (e.g., elderly parent)
- Total credit amount: \$2,000

Section 4 - Additional Adjustments:

- Additional amount to withhold per pay period: \$50
- Other income (e.g., dividends): \$1,000 annually
- Deductions (if exceeding standard deduction): \$5,000

Section 5 - Signature:

- I certify that this form is true and accurate.
- Signature: _____ Date: _____

Instructions:

- Submit to HR within 3 days of hire.
- Update annually or when life changes occur (e.g., marriage, birth of child).
- Retain a copy for your records.
- Contact HR at hr@newhorizon.com for assistance.