

# Form W-4 (2023) — Employee's Withholding Certificate

Department of the Treasury — Internal Revenue Service

ShiftNPay / Mastercare

## Step 1 — Personal Information

First Name & MI

Last Name

Social Security Number

Address

City or Town, State, ZIP

## Filing Status

Single / HOH

Married Filing Joi

Head of Household

## Step 2 — Multiple Jobs or Spouse Works

Check here if only two jobs total

Two jobs amount

2+ Jobs (2a)

2+ Jobs (2b)

2+ Jobs (2c)

Pay period due

Per period amount

## Step 3 — Claim Dependents

Qualifying children × \$2,000

Other dependents × \$500

Total dependents

## Step 4 — Other Adjustments

Other income (4a)

Deductions (4b)

Extra withholding (4c)

## Step 4(b) — Deductions Worksheet

Estimated itemized deductions

Standard deduction amount

If line 1 > line 2

Student loan interest

Total adjustments

## Step 5 — Employer

First date of employment

Employer EIN

Employer's name

Employer's address

Employer signature date