

W-4 CHECKLIST FOR SINGLE FILERS

GET YOUR WITHHOLDING RIGHT IN 5 EASY STEPS



💡 *Filling out your W-4 correctly means fewer tax surprises—and possibly bigger paychecks now!*



📌 Before You Begin

- Know your filing status (Single? Head of Household?)
- Have your most recent pay stub
- Estimate your total income for the year
- Use the IRS Tax Withholding Estimator (optional but helpful!)

📝 STEP-BY-STEP W-4 CHECKLIST



STEP 1: Enter Personal Information



- Full name, address, and SSN
- Check the box for Single or Married Filing Separately (or Head of Household if you qualify)



STEP 2: Multiple Jobs or Spouse Works?



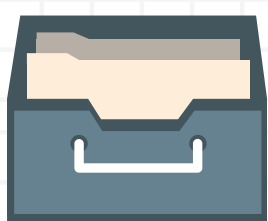
- Skip if this is your only job
- If you have more than one job or a working spouse:
 - Use the IRS estimator,
 - Use Multiple Jobs Worksheet, or
 - Check the box if only 2 jobs total



STEP 3: Claim Dependents and Other Credits (if applicable)



- Only if your income is \$200,000 or less (\$400,000 if married filing jointly)
- Enter \$2,200 per child under 17
- \$500 for other dependents
- Consider other credits you qualify for.



STEP 4: Other Adjustments (Optional)



- Other income? Enter it
- Want more withheld? Add extra amount
- Big deductions coming? Consider itemizing if they will exceed the 2025 standard deduction of \$15,750 for single filers



STEP 5: Sign and Submit



- Double-check all information
- Sign and date the form
- Submit to your employer (not the IRS)