

2020 IRS Form W-4 Overview:

Effective January 1, 2020, new employees must submit the revised 2020 Form W-4. Current employees do not need to submit a new form unless the need to change their withholdings. Please refer to the “2020 Form W-4” document provided by FLI Support for how to establish proper withholdings using this new form.

Overview

The 2020 Form W-4 is an updated version based on the Tax Cuts and Jobs Act of 2018. This new form aims to simplify the process of filling out Form W-4 for employees and improve tax withholding accuracy. New hires who receive their first paycheck on or after January 1, 2020 must use 2020 Form W-4. Current employees do not need to fill out the new form unless they want to update their withholdings, then they must use 2020 Form W-4.

What’s Different?

The new Form W-4 has done away with withholding allowances. In the past, employees could claim withholding allowances to lower the amount of federal income tax withheld from their wages. The more withholding allowances, the less withheld.

With the new Form W-4 employees claim dependents or use the deductions worksheet to lower the amount of taxes withheld.

In addition, the new Form W-4 has multiple jobs worksheet allowing the employee to calculate extra withholdings if they have multiple jobs or have a spouse that also earns wages when they file their taxes jointly. This helps prevent having too little withheld by each employer and the employee being forced to pay additional taxes when they file their income tax return.

Can employers force their employees to submit a new form?

Although you can ask your employees who were first paid before January 1, 2020 to submit a new form, you cannot force them.

If you ask your employees to fill out a new 2020 Form W-4 and they are not required to, you must explain two things:

- 1) They are not required to do so
- 2) Their withholding will continue to be based on their previously submitted Form W-4

Exception: If any employee needs to change their withholdings on or after January 1, 2020 they must submit a new 2020 Form W-4

****Also see [“How to use 2020 Form W-4 for BusinessWorks v2011 and older”](#) **
(located in the BusinessWorks section of flisupport.com)**

Other References:

[IRS 2020 W-4 Frequently Asked Questions](#)

[IRS 2020 Form W-4](#)