



Office of the State Comptroller  
**PAYROLL BULLETIN**

Subject  Form W-4A Employee's Withholding Allowance Certificate	Bulletin No.  P-528
	Date  May 26, 1987

IRS has issued its new Form W-4A Withholding Allowance Certificate, a simplified version of Form W-4.

Employees may file either the W-4 or W-4A. Employees who have already filed a 1987 W-4 do not need to file a new one.

The attached page from the W-4A Booklet provides information in a question and answer format to assist employees in deciding which form to use and contains an order form for the W-4A. You may also get a supply of forms by calling the IRS at 1-800-424-3696.

As with the W-4, State employees who must claim less than 0 exemptions do not need to do the additional calculations on lines 7 to 11 of the "Two Earner/Two Job Worksheet" on page 2 of the form. If line 3 is less than line 4, employees should subtract line 3 from line 4 and enter the result as a Minus number of Line 4 of page 1. The payroll system automatically calculates the additional withholding amount using the minus exemptions.

A new W-4 or W-4A must still be submitted by each employee by October 1, 1987, although employees who do not file a new form by June 1 may be subject to a penalty if too little tax is withheld on their wages during 1987. (Employees who have had too little tax withheld may avoid this penalty even if they don't file by June 1 by claiming fewer allowances than they are entitled to for the remainder of 1987.)

Attachment

## Why You Should File a Form W-4A or W-4 and Check Your Tax Withholding Now

- Q. Who must fill out a withholding allowance certificate?**
- A.** *The Tax Reform Act of 1986 requires all employees to submit a new 1987 Form W-4A or W-4 to their employers before October 1, 1987. Employees who have not yet filed a 1987 Form W-4 may submit Form W-4A to meet this requirement. They should file one of these forms as soon as possible to avoid incorrect withholding.*
- Q. What's the difference between Form W-4 and Form W-4A?**
- A.** *Both forms are used to tell your employer how much tax to withhold from your pay during the year to meet your tax obligation. The 4-page Form W-4 usually is more exact than the 2-page Form W-4A in calculating the right amount. Form W-4A is generally easier to use.*
- Q. I already gave my employer a filled-in 1987 Form W-4. Do I have to fill out a Form W-4A, too?**
- A.** *No. But if you find that you need to change your withholding allowances, you may use either Form W-4 or W-4A.*
- Q. How is Form W-4A simpler than the 4-page Form W-4?**
- A.** *Form W-4A has only two pages. Many employees may simply fill out page 1 and will not have to use the detailed worksheets to figure their withholding allowances. Also, the computation for employees who have a second job or a working spouse has been made easier.*
- Q. Who can use Form W-4A?**
- A.** *Anyone can use either Form W-4A or Form W-4. Form W-4A is simpler but it is not always as precise as Form W-4. This means that in some cases it may cause more or less tax to be withheld from your wages than you wish.*
- Q. What do I do if my spouse is employed or I have a second job?**
- A.** *Use only one worksheet to figure your total withholding allowances, combining all income, deductions, and credits on the one worksheet. File a Form W-4A with each employer, but do not claim the same allowances more than once. Your withholding will usually be more accurate if you claim all allowances on the highest paying job.*
- Q. After I file a new Form W-4 or W-4A, how can I check whether my withholding is correct?**
- A.** *Get free IRS Publication 919, "Is My Withholding Correct?," by calling 1-800-424-FORM (3676). (In Hawaii and Alaska, call the IRS "Forms Only" number in your local directory.)*
- Q. If too little tax is withheld, will I have to pay a penalty?**
- A.** *Employees who have too little tax withheld on their wages for 1987 will not have to pay a penalty if they make a good faith effort to comply with the law and file the 1987 Form W-4 or W-4A by June 1, 1987.*
- Q. How can I get more help?**
- A.** *Call the IRS toll-free tax information number listed in your local telephone directory for more help or to find out if IRS has scheduled a seminar on Form W-4 in your area or with your employer.*

*Many public libraries can loan you step-by-step videotapes and audiotapes on Form W-4, Form W-4A, and Publication 919. The videotapes are also available for use by community organizations. Call IRS.*

•U.S. G.P.O. 1987-183-393

**How To Get Additional Forms.**—If you need more than 7 copies of Form W-4A, additional copies of Form W-4, or copies of Publication 919, "Is My Withholding Correct?," for 1987, please complete the order blank below. Detach and mail your order blank in an

envelope addressed to the:  
Internal Revenue Service  
P.O. Box 9903  
Bloomington, IL 61799

Please allow 2 weeks to receive your order.

*(Please print your name and address below.)*

*(Cut here)*

Enter today's date

\_\_\_\_\_ **Form W-4A**  
(Number needed)

\_\_\_\_\_ **Form W-4**  
(Number needed)

\_\_\_\_\_ **Pub. 919**  
(Number needed)

Name
Number and street
City or town, state, and ZIP code