How to Update Form W-4 in TechWorks

The Internal Revenue Service (IRS) has released a new Form W-4, Employee’s Withholding Certificate, for 2020. If you would like to update your W-4 information using the new 2020 Form, you can do so by submitting the new form in-person at Georgia Tech Human Resources, 500 Tech Parkway, NW.

Alternatively, you can make changes in TechWorks by following the instructions and screenshots provided below. Before completing the 2020 Form W-4, please read the instructions with the form.

Please note current employees are not required to complete the revised form unless they wish to make withholding changes during 2020. If you do not submit a new form, withholding will continue based on your previously submitted form.

For questions about the new form, the IRS published Frequently Asked Questions you may find helpful: irs.gov/newsroom/faqs-on-the-2020-form-w-4.

To submit Form W-4 changes in TechWorks:
1. Go to techworks.gatech.edu*
2. Select My Payroll & Compensation on the left side of your home page.
3. Go to the Taxes header
4. Select W-4 Tax Information
5. Read the instructions in each step and make any necessary changes
6. Press submit once you have completed the form

*The Campus VPN is now required to login to TechWorks from remote locations. Visit faq.oit.gatech.edu/content/how-do-i-get-started-campus-vpn for instructions.
Payroll and Compensation Home

Payroll

View Paycheck
View your current and prior earnings statements on-line.

Direct Deposit
Review and edit your direct deposit accounts.

Voluntary Deductions
Review and edit your voluntary deductions.

Paycheck Modeler
Simulate paycheck changes.

Charitable Campaign
Review and edit Charitable Campaign.

Faculty/Staff Fund
Review and edit your Faculty/Staff Fund deductions.

Taxes

W-4 Tax Information
Review and edit your federal tax withholding exemption and amount.

G-4 Tax Information
Review and edit your Georgia state tax filing status.

State Tax Forms
Complete form and submit to payroll
# W-4 Withholding Certificate

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Georgia Tech

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Your withholding is subject to review by the IRS [www.irs.gov](http://www.irs.gov)

## Step 1: Personal Information

Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to [www.ssa.gov](http://www.ssa.gov)

**Address**

500 Tech Parkway  
Atlanta, GA

**Filing Status**

- Single or Married filing separately
- Married filing jointly (or Qualifying widow(er))
- Head of Household (Check only if you are unmarried and pay more than half the cost of keeping up a home for yourself and a qualifying individual).

Complete Steps 2 through 4 ONLY if they apply to you. To see if you are exempt from withholding or to learn more about your privacy, see instructions for Form W-4 on the IRS website.

## Step 2: Multiple Jobs or Spouse Works

Complete this step if you are held at more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all these jobs.

- [Hide Instructions](#)

Do only one of the following:

(a) Use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) for most accurate withholding; or

(b) Use the Multiple Jobs Worksheet and enter the result in Step 4 (a) below for roughly accurate withholding; or

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld.

CAUTION: if you have privacy concerns, choose (a) or (b). If you and/or your spouse have income from self-employment, including as an independent contractor, choose (a).

- [Multiple Jobs or Spouse Works](#)

Complete Steps 3 through 4(b) on Form W-4 for only one of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3 through 4(b) on the Form W-4 for the highest paying job.)
Step 3: Claim Dependents

To qualify for the child tax credit, the child must be under age 17 as of December 31, must be your dependent who generally lives with you for more than half the year, and must have the required social security number. You may be able to claim a credit for other dependents for whom a child tax credit cannot be claimed, such as an older child or a qualifying relative. For additional eligibility requirements for these credits, see Pub. 972, Child Tax Credit and Credit for Other Dependents. You can also include other tax credits in this step, such as education tax credits and the foreign tax credit. To do so, add an estimate of the amount for the year to your credits for dependents and enter the total amount in Step 3. Including these credits will increase your paycheck and reduce the amount of any refund you may receive when you file your tax return.

If your income will be $200,000 or less ($400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by $2,000

Multiply the number of other dependents by $500

Other tax credits

Total

Step 4: Other Adjustments

(a) Other Income. If you want tax withheld for other income you expect this year that won’t have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income. You should not include income from any jobs.

(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet and enter the result here.

(c) Extra withholding. Enter any additional tax you want withheld each pay period.

Claim Exemption from Withholding

I claim exemption from withholding for the year [2020] and I certify that I meet BOTH of the following conditions for exemption from withholding:

- Last year I owed no federal income tax.
- This year I expect to owe no federal income tax.

[ ] Check this box if you meet both conditions to claim exemption from tax withholding

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

Submit