#### Overview

- All employees are required to complete the W-4 and VA-4 tax forms.
- Albemarle County cannot provide tax advice; we recommend that you contact a tax professional if you have questions. The purpose of this document is to guide you through the process of completing your tax forms. Below are some additional resources that you might find helpful:
  - W-4 Form: How to Fill It Out in 2022 (investopedia.com)
  - <u>https://www.nerdwallet.com/article/taxes/how-to-fill-out-form-w4-guide#how-to-fill-out-a-w-4-form</u>
  - o <a href="https://turbotax.intuit.com/tax-tools/calculators/w4/">https://turbotax.intuit.com/tax-tools/calculators/w4/</a>
  - o <a href="https://turbotax.intuit.com/tax-tools/calculators/taxcaster/">https://turbotax.intuit.com/tax-tools/calculators/taxcaster/</a>

#### Preparing to complete the W-4 and VA-4 tax withholding forms

Before you log into ADP to fill out your tax forms, here are a few ways to prepare:

- Click here to access a blank W-4 and accompanying worksheets: <u>https://www.irs.gov/pub/irs-pdf/fw4.pdf</u>
- Click here to access a blank VA-4 and accompanying worksheet: <u>https://www.tax.virginia.gov/sites/default/files/taxforms/withholding/any/va-4-any.pdf</u>

**NOTE:** The VA-4 form is not available for completion in ADP until you complete the W-4 form.

- 1. Log into ADP with the username and password you created: <u>https://workforcenow.adp.com</u>
- 2. Click on Myself, then click on Pay, then click on Tax Withholdings.



3. Click on the **Federal** tile and select **Start**.



4. As noted in the preparation area, it's a good idea to have on hand the blank W-4 and instructions, so that you can work through all necessary calculations to complete the form correctly. You can also use the link on this slide to access this information.

Federal Tax With	holding
Before You Begin	
	Beginning with 2020, the Federal Withholding Form W-4 is significantly different from prior versions. It's recommended that you download and review the form, instructions, and workel uses prior to completing mapping ross.
	After y wreview the instructions were an nil out your Form W-4 Atter y wreview the instructions were an nil out your Form W-4 using this convenient tool. Complete the form so that your employer can withhold the correct federal income tax from your pay. The IRS recommends that you complete a new Form W-4 when your personal or financial situation changes.
	If you need assistance completing your Form W-4, consult your tax professional.
CANCEL	NEXT

5. A wizard opens that walks you through the process of completing the W-4; review information on this slide and then click on the **Next** button.

Federal Tax Withholding	LOWNLOAD BLANK FORM W-4
Is this information correct?	
If your name is incorrect, contact your HR Rep	presentative to have it fixed before you proceed.
Your first name, middle, and last name Carlo E Garland Your home address 549 West Areba Avenue Hershey, PA 17033 US Your Social Security number	SAMPLE ONLY
Applied For	
Does your name match the name on your S your earnings, contact the SSA at 800-772-	ocial Security card? If not, to ensure you get credit for 1213 or go to <u>www.ssa.gov</u>
CANCEL	PREVIOUS

**Note**: if your name is not correct, you will contact your division's Human Resources department to make that correction. The process requires submitting a new social security card and a form updating your personal information.

6. Select your residential status and then click Next.



7. Select your filing/marital status and then click Next.



8. Select your tax exemption status and click Next.

Are you tax exempt?	
Refer to the General Instructions of L Form W-4 Employee's Withhold	ing Certificate
<ul> <li>I claim exemption from withholding for the current year, a conditions for exemption:</li> <li>For last year, I had no federal income tax liability</li> <li>For this year, I expect to have no federal income t</li> </ul>	and I certify that I meet <b>both</b> of the ax liability.
If you claim exemption, you will have no income tax withit taxes and penalties when you file next year's tax return. I do not claim exemption from withholding	held from your paycheck and may owe
CANCEL	PREVIOUS

- 9. If you have multiple jobs or your spouse works, complete the *Multiple Jobs or Spouse Works* form.
- 10. If you have dependent children, enter the correct number of dependents, then click Next.

Federal Tax Withholding	LOWNLOAD BLANK FORM W-4
Multiple Jobs or Spouse Works	
Do <b>only one</b> of the following to calculate your withholding: a. Use the estimator at www.irs.gov/w4app for the most accu	rate withholding, or
b. Use the Multiple Jobs Worksheet here and enter the result	into Extra Withholding line; or
c. If there are only two jobs, select this Multiple Jobs che withholding table	ckbox to use the optional higher
Claim Dependents 🛛 🧼	
Complete this section for only one job in the household if (1) yo income will be \$200,000 or less (\$400,000 or less if married fill	u have multiple jobs and (2) your ing jointly).
Your withholding will be most accurate if you complete this for t	he highest paying job
Number of qualifying children under age 17	\$0
Number of other dependents	
Total dependent amount 0	\$0
CANCEL	PREVIOUS

11. If you need to make other adjustments, complete the below *Withholding* form, then click **Next.** 

**Note**: if you complete the Extra Withholding box, please note that those additional withholdings will be taken from EACH paycheck.

ederal Tax Withholding	LOWNLOAD BLANK FORM W-4
Other Adjustments	
Complete this section for only one job in the household. Your withholding will be most accurate if you complete O paying job.	ther Income and Deductions for the highest
Other Income 🔮	
If you want tax withheld from other income you expect th have withholding, enter the amount of the other income i include interest, dividends, and retirement income. You s income from any jobs.	is year that won't rere. This may hould not include
Deductions 0	
If you expect to claim deductions other than the standard to reduce your withbolding, use the Deductions Workshe result have	I deduction and want et and enter the
Extra Withholding 🔞	
Enter any additional tax you want withheld each pay peri	od
CANCEL	PREVIOUS NEXT

12. On the next screen, you can review the W-4 form to confirm accuracy. To agree to the statements, click the **checkbox** and click **DONE**.

**NOTE:** we recommend that you print a copy of the completed W-4 for your records. Click **Print Completed Form**.

Step 1:       Canto E       Gantand       Applied Far         Personal       Steps 4:       Steps 4:       Steps 4:       Steps 4:         Step 1:       Concepted Steps 2:       Steps 4:	nterna Revenue Ser	vice (a) First	Your will k name and middle initial	thholding is subject to review by the IRS Last name	S. (b)	Social security number	
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Image: Index of the second	intornation	City or 1	cown, state, and ZIP code		cre SS	kit for your earnings, contact A at 800-772-1213 or go to	
Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. Step page 2 for more information on each step, who can claim exercision from withholding when to use the estimator at yown it.gov/WAApp, and physics.  Step 2: Mutple Job Ony and the the oblight of you () for the method is a yown it.gov/WAApp, and physics.  Our provide the set instance of the information of a work it.gov/WAApp, and physics.  Our provide the set instance of the information of the set instance of the method of the set instance of		Hersne	y , PA , 17033		89	w.sse.gov.	
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Complete Steps 2-4 ONLY they apply to your, otherwise, skip to Step 5. See page 2 for more information on each step, who can came examples from withholding, when to use the estimator at www.is.gov/WAQp, and phases.     Complete Steps 199 (1) hold more than one loot at them, or (2) are married filing jointy and your spouse also know. The correct amount of withholding depends on income earment from all of these jobs.     Complete Steps 199 (1) hold more than one loot at them, or (2) are married filing jointy and your spouse also know. The correct amount of withholding depends on income earment from all of these jobs.     Complete Steps 199 (1) hold more than one loot at them, or (2) are married filing jointy and your spouse also know. The correct amount of withholding for this step (and Steps 3-4; or (4) Use the kultiple due withholding and this day. Use also knows an independent contraction, use the earth stab eqt (4) both to the spouse (1) but to kultiple but withhind in 2021 Form V-4 for all other jobs. (Leve than one case) may be writhhed the lost is accurate for jobs with initial parts, there is a 2021 Form V-4 for all other jobs. (Leve than one case) at the stable due to the stab parts is an independent contraction, use the earth stab.     The To be accurate, submit a 2021 Form V-4 for all other jobs. (Leve than one case) may be writhhed the lost is spontable steps 3-4(b) on Form V-4 for only OME of these jobs. Leve those steps bank for the other jobs. (Your withholding will be most accurate it you complete steps 3-4(b) on Form V-4 for only OME of these jobs. Leve than one est marked filing jornty:     Image: Step 3       Complete Steps 3-4(b) on Form V-4 for only OME of these jobs. Leve those steps bank for the other jobs. (Your withholding will be most accurate it you complete with be 200, ODO one seq (but the stab base) and enter the total here     Image: Step 3       Complete Steps			Head of household (Check only if you'	're unmarried and pay more than half the costs of i	keeping up a home for yourse	f and a qualifying individual )	
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PRINT COMPLETED FORM	tep 3: liaim lependents tep 4 Jnder pe ny know agree ur alid unti Date: No	enalti ledg nder I I ha v 17	Multiply the number of quality Multiply the number of quality Multiply the number of other Add the amounts above and er (a) Other income (net from joint) es of perjury, I declar e and belief, it is true penalty of perjury to ve provided my elect 2021	a rom w4 for the highest paying job 0,000 or less (\$400,000 or less if mant hygo children under age 17 by \$20.00 b r dependents by \$500	i)  ef filing jointly:	and, to the best i that this form is clicking Done.	

- 13. Once the federal tax withholdings form is complete, a pop-up window will appear reminding you to complete the state withholding form.
- 14. Click **OK** to proceed.



- 15. To update State withholding, click the **Start** button in the Virginia tile.
- 16. **NOTE:** The VA-4 form is not available for completion until the W-4 form is finalized.



17. As noted in the preparation area, it's a good idea to have on hand the blank VA-4 form and instructions, so that you can work through all necessary calculations to complete the form correctly. You can also use the link on this slide to access this information.

Before You Begin	
	If you want to claim more personal exemptions on Form VA-4 than you claimed on your federal Form W-4, you must get written permission from the Commonwealth of Virginia Department of Taxation.
	You can complete your Form VA-4 using this convenient tool. However, some questions may require the use of supplemental worksheets and instructions. Therefore, it may be useful for you to d download a blank copy of the VA-4 for reference.
	If you need assistance completing your Form VA-4, consult your tax professional.
	If you need assistance completing your Form VA-4, consult your tax professional.

18. A wizard opens that walks you through the process of completing the VA-4; review information on this slide and then click on the **Next** button.

Z DOWNLOAD BLANK FORM VA-4
ive to have it fixed before you proceed.
sensitive information from being viewed by
PREVIOUS

**Note**: if your name is not correct, you will contact your division's Human Resources department to make that correction. The process requires submitting a new social security card and a form updating your personal information.

19. Enter the **number of exemptions** you wish to claim and any **additional withholdings**, if desired.



Note: if you complete the Extra Withholding box, please note that those additional withholdings will be taken from EACH paycheck.20. Select your tax exemption status, then click Next.

/irginia Tax Withholding	LOWNLOAD BLANK FORM VA-4
Are you tax exempt?	
<ul> <li>I certify that I am not subject to Virginia withhold instructions on Form VA-4</li> </ul>	ding. I meet the conditions set forth in the
I am not subject to Virginia withholding because Service member Civil Relief Act, as amended by	e I meet the requirements set forth under the y the Military Spouses Residency Relief Act
I do not claim exemption from withholding	
CANCEL	PREVIOUS

21. On the next screen, you can review the VA-4 form to confirm accuracy. To agree to the statements, click the **checkbox** and click **DONE**.

**NOTE:** we recommend that you print a copy of the completed VA-4 for your records. Click **Print Completed Form.** 

			WEALTH OF VIRGIN	UA.	- 1
	ORIVI VA-	4 DEPART	MENT OF TAXATIO	N	- 1
		See 1	AEMP IION WORP	SHEET	
3	If you wish to slaim you	rseit write "t"			
	on his or her own certifi	cale, write "1"			
- 2	Write the number of dep on your income tax refu	pendents you will be allow m (do not include your s	red to claim rovse		- 1
- 4	Subtotal Personal Even	utions (add lines 1 through	(f 40		
5	Exemptions for age				
	(#) If you will be 65	or older on January 1, w	rite "T"		
1.00	will be 05 or old	ler on January 1, write "T	a pro-species		
- 12	<ul> <li>(a) If you are legal</li> </ul>	is y blind, write "1"			
	(b) If you claimed a	in exemption on line 2 an	d your		
	spoore a repr	y 000, 000 1	anna anns an		
1	Subtotal exemptions for	age and bindness (add	ines 5 through 0)		-
	- Yotar or Exemptions - M	op inte 4 and inte 7			-
	Celaca	here and give the certificate	to your employer. Keep the to	o portion for your records	
P.	ORM VA-4 EMPLOYE	E'S VIRGINIA INCOME	TAX WITHHOLDING EXE	MPTION CERTIFICATE	
12	our Social Security Number	Name			
X	30X - X0X - X000X	Jane S Doe			
. 9	treet Address				
4 10	UADI OTTE SMILLE		State	20 Code 20004 2008	7
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22. The tax withholdings are now complete.

23. You may download and view the forms by clicking View Saved Tax Forms.

