

# Form W-4, 2020 - Frequently Asked Questions

Due to the changes to income tax withholding requirements outlined in the Tax Cuts and Jobs Act of 2017, the Form W-4 has been redesigned. This article lists frequently asked questions and answers about the redesigned Form W-4 and how the changes are integrated with Evolution.

## 1. When must companies begin using the new Form W-4?

Beginning January 1, 2020, all employers must use the redesigned Form W-4 for new employees.

## 2. Must employees who started before January 1, 2020 submit a new W-4?

Employees who have submitted Form W-4 in any year before 2020 are **not** required to submit a new form unless they wish to adjust their withholding for any reason.

## 3. What changes were made to the redesigned form?

**Step 1 – Personal Information** of the new form contains the employees' name, address, and social security number as it did before. All of the information is the same as the old form, except the marital statuses, which have changed on the new form. The table below highlights the differences and **FAQ #7** will tell you where to see the changes in Evolution to accommodate this.

Marital Status 2019	Marital Status 2020
Single	Single or Married Filing Separately
Married	Married Filing Jointly (or Qualifying widow(er))
Married but withhold at higher Single rate <b>Note:</b> If married filing separately, check "Married, but withhold at higher Single rate."	Head of Household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

## 4. What other changes were made to the form?

**Step 2 – Multiple Jobs or Spouse Works** - Must be completed **ONLY** by employees who (a) hold more than one job at a time, or (b) are married filing jointly, and their spouse also works. For more information and instructions to assist in completing the form, refer to the [IRS Website](#).

**Step 3 – Claim Dependents** - Information to be added here if the employee is completing Steps 2-4, and if their income will be \$200,000 or less (\$400,000 or less if married filing jointly).

\* This step is titled "Claim Dependents" but if you read the instructions, this is where other tax credits can be entered as well. For more information, refer to the instructions on pages 2 and 3 of the information and instructions on the [IRS Website](#).

**Step 4 – (Optional) Other Adjustments** - Information to be added here only if completing Steps 2-4. For more information, refer to the instructions on pages 2 and 3 of the .PDF on the [IRS Website](#).

- **4(a) Other Income** – If tax should be withheld from other income expected this year that will not have withholding.
- **4(b) Deductions** – if deductions will be claimed other than the standard deduction, to reduce withholding.
- **4(c) Extra Withholding** – Any additional tax to be withheld each pay period.

**Step 5 – Signature** – The employees sign here

## 5. What changes have been made in Evolution?

**Note:** Changes will be made to Evolution Classic in the Version 20 release on 12/11/2019. Changes to Evolution Payroll and Advanced HR 2.0 will not be available until 12/30/2019.

**Important:** Self-hosted bureaus must download and install this new version no later than 12/30/19 to avoid interruption to Evolution products, and to ensure the usability of the 2020 W-4 updates 12/31/19 onward.

### Changes to the Employee – Employee – EE Entry screen

Several new fields were added to this screen in the Taxation Details section in Evolution Classic to implement the changes.

**Version 19 Tax Details section**

**Version 20 Tax Details section**

**Step 1 – Personal Information** - Six new marital statuses have been added to the **Federal Marital Status** field on the **Employee - Employee - EE Entry screen** in Evolution Classic to accommodate the marital status changes, and maintain the statuses from the original W-4s. Select the applicable marital status based on the information and instructions on the [IRS Website](#).

**Step 2 – Multiple Jobs or Spouse Works** - If Box (c) 2 is checked, the marital statuses with “higher” in the name should be selected in the **Federal Marital Status** field. If left unchecked, select from the marital statuses with "standard" in the name.

**Step 3 – Claim Dependents** – Enter the total amount in Box 3 in the **W-4 Total Dependents Tax Credit** field.

**Step 4 – Other Adjustments**

- **4(a) Other Income** – Enter the amount in Box 4(a) in the **Other Income** field.
- **4(b) Deductions** - Enter the amount in Box 4(b) in the **Deductions** field.
- **4(c) Extra Withholding** - Enter the amount in Box 4(c) in the **Override Fed Tax Type and Override Fed Tax Value** fields, on the [Employee - Employee - Federal](#) tab screen.

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**Note:** Box 4(c) is the only information from the redesigned W-4 that is added to another screen in Evolution, and the fields on that screen were there prior to the tax changes.

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For questions about the new Form W-4, refer to the information and instructions on the [IRS Website](#). For questions about entering data from the new W-4, please contact Product Support at [support@evolutionhcm.com](mailto:support@evolutionhcm.com) or by calling 802-655-8347.