



Monterey County Office of Education

Leadership, Support, and Service to Prepare All Students for Success

*Dr. Deneen Guss
County Superintendent of Schools*

Finance and Business Services

Bulletin No. 20-022

TO: Chief Business Officials, Human Resources, and Payroll Staff

FROM: Suzette Burns
Director, Payroll & Purchasing

DATE: Friday, December 13, 2019

RE: New IRS 2020 Form W-4

The Internal Revenue Service (IRS) has issued a new W-4 form for calendar year 2020. Old W-4 forms still on file do not need to be updated to the new form, unless an employee requires a change to their tax withholding for the year 2020. Below is a brief summary of changes to the form:

1. Number of withholding allowances has been eliminated
2. New Marital Status added– Head of Household (with associated tax tables)
3. Married, Withhold at Higher Rate removed
4. Personal Allowances Worksheet removed
5. Additional amount withheld from paycheck is now on Line 4(c)
6. Exemption line removed; write “exempt” under Line 4(c)

The new Form W-4 is available electronically via the IRS website [here](#), and their Frequently Asked Questions (FAQs) regarding the new form, [here](#). Additionally, the PDF version of the new form and FAQs are attached. Please make these new forms available to employees and refer them to a tax advisor or the IRS website for assistance with completing the new 2020 Form W-4.

Updates to the Escape Tax tab in Employee Management are included in the 20.01 Escape Online software release, scheduled for late January 2020. Changes to Escape are included for your reference.

CC: Garry Bousum
Colleen Stanley