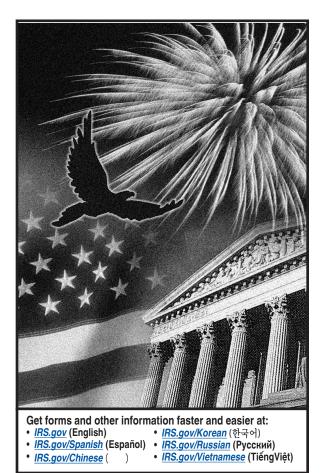


Department of the Treasury Internal Revenue Service

# Publication 51

# (Circular A), Agricultural Employer's Tax Guide

# For use in 2015



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# **Future Developments**

For the latest information about developments related to Publication 51 (Circular A), such as legislation enacted after it was published, go to <u>www.irs.gov/pub51</u>.

# What's New

**COBRA premium assistance credit.** Effective for tax periods beginning after December 31, 2013, the credit for COBRA premium assistance payments cannot be claimed on Form 943, Employer's Annual Federal Tax Return for Agricultural Employees. Instead, after filing your Form 943, file Form 943-X, Adjusted Employer's Annual Federal Tax Return for Agricultural Employees or Claim for Refund, to claim the COBRA premium assistance credit. Filing a Form 943-X before filing a Form 943 for the year may result in errors or delays in processing your Form 943 or visit IRS.gov and enter "COBRA" in the search box.

Social security and Medicare tax for 2015. The social security tax rate is 6.2% each for the employee and

employer, unchanged from 2014. The social security wage base limit is \$118,500.

The Medicare tax rate is 1.45% each for the employee and employer, unchanged from 2014. There is no wage base limit for Medicare tax.

Social security and Medicare taxes apply to the wages of household workers you pay \$1,900 or more in cash or an equivalent form of compensation.

Withholding allowance. The 2015 amount for one withholding allowance on an annual basis is \$4,000.

Leave-based donation programs to aid victims of the Ebola Virus Disease (EVD) outbreak in Guinea, Liberia, and Sierra Leone. Under these programs, employees may donate their vacation, sick, or personal leave in exchange for employer cash payments made before January 1, 2016, to qualified tax-exempt organizations providing relief for the victims of the EVD outbreak in Guinea, Liberia, and Sierra Leone. The donated leave will not be included in the income or wages of the employee. The employer may deduct the cash payments as business expenses or charitable contributions. For more information, see Notice 2014-68, 2014-47 I.R.B. 842, available at www.irs.gov/irb/2014-47 IRB/ar11.html.

**Online payment agreement.** You may be eligible to apply for an installment agreement online if you have a balance due when you file your employment tax return. For more information, see the instructions for your employment tax return or visit the IRS website at <u>www.irs.gov/</u> payments.

Work opportunity tax credit for qualified tax-exempt organizations hiring qualified veterans extended. The work opportunity tax credit is now available for eligible unemployed veterans who began work after December 31, 2013, and before January 1, 2015. Qualified tax-exempt organizations that hire eligible unemployed veterans can claim the work opportunity tax credit against their payroll tax liability using Form 5884-C, Work Opportunity Credit for Qualified Tax-Exempt Organizations Hiring Qualified Veterans. For more information, visit IRS.gov and enter "work opportunity tax credit" in the search box.

# Reminders

**Same-sex marriage.** For federal tax purposes, individuals of the same sex are considered married if they were lawfully married in a state (or foreign country) whose laws authorize the marriage of two individuals of the same sex, even if the state (or foreign country) in which they now live does not recognize same-sex marriage. For more information, see Revenue Ruling 2013-17, 2013-38 I.R.B. 201, available at <u>www.irs.gov/irb/2013-38 IRB/ar07.html</u>.

Notice 2013-61 provides special administrative procedures for employers to make claims for refund or adjustments of overpayments of social security and Medicare taxes with respect to certain same-sex spouse benefits before expiration of the period of limitations. Notice 2013-61, 2013-44 I.R.B. 432, is available at <u>www.irs.gov/</u> irb/2013-44\_IRB/ar10.html.

**Change of responsible party.** Beginning January 1, 2014, any entity with an employer identification number (EIN) must file Form 8822-B, Change of Address or

Responsible Party—Business, to report the latest change to its responsible party. Form 8822-B must be filed within 60 days of the change. For a definition of "responsible party," see the Form 8822-B instructions.

Additional Medicare Tax withholding. In addition to withholding Medicare tax at 1.45%, you must withhold a 0.9% Additional Medicare Tax from wages you pay to an employee in excess of \$200,000 in a calendar year. You are required to begin withholding Additional Medicare Tax in the pay period in which you pay wages in excess of \$200,000 to an employee and continue to withhold it each pay period until the end of the calendar year. Additional Medicare Tax is only imposed on the employee. There is no employer share of Additional Medicare Tax. All wages that are subject to Medicare tax are subject to Additional Medicare Tax withholding if paid in excess of the \$200,000 withholding threshold.

For more information on what wages are subject to Medicare tax, see the chart, *Special Rules for Various Types of Services and Payments*, in section 15 of Publication 15 (Circular E), Employer's Tax Guide. For more information on Additional Medicare Tax, visit IRS.gov and enter "Additional Medicare Tax" in the search box.

**Outsourcing payroll duties.** Employers are responsible to ensure that tax returns are filed and deposits and payments are made, even if the employer contracts with a third party to perform these acts. The employer remains responsible if the third party fails to perform any required action. If you choose to outsource any of your payroll and related tax duties (that is, withholding, reporting, and paying over social security, Medicare, FUTA, and income taxes) to a third-party payer, such as a payroll service provider or reporting agent, visit IRS.gov and enter "outsourcing payroll duties" in the search box for helpful information on this topic.

**Compensation paid to H-2A foreign agricultural workers.** Report compensation of \$600 or more paid to foreign agricultural workers who entered the country on H-2A visas in box 1 of Form W-2, Wage and Tax Statement. Compensation paid to H-2A workers for agricultural labor performed in connection with this visa is not subject to social security and Medicare taxes, and therefore should not be reported as wages subject to social security tax (line 2), Medicare tax (line 4), or Additional Medicare Tax withholding (line 6) on Form 943, and should not be reported as social security wages (box 3) or Medicare wages (box 5) on Form W-2. On Form W-2, do not check box 13 (Statutory employee), as H-2A workers are not statutory employees.

An employer is not required to withhold federal income tax from compensation it pays an H-2A worker for agricultural labor performed in connection with this visa but may withhold if the worker asks for withholding and the employer agrees. In that case, the worker must give the employer a completed Form W-4, Employee's Withholding Allowance Certificate. Federal income tax withheld should be reported on Form 943, line 8, and in box 2 of Form W-2.

These reporting rules apply when the H-2A worker provides his or her taxpayer identification number (TIN) to the employer. If the H-2A worker does not provide a TIN and the total annual wages to the H-2A worker are at least \$600, the employer is required to backup withhold. See

the Instructions for Form 1099-MISC and the Instructions for Form 945.

Additional employment tax information. Visit IRS.gov and enter "employment taxes" in the search box. For eminformation ployment tax by telephone, call 1-800-829-4933 or 1-800-829-4059 (TDD/TTY for persons who are deaf, hard of hearing, or have a speech disability) Monday-Friday from 7:00 a.m.-7:00 p.m. local time (Alaska and Hawaii follow Pacific time). Additionally, you can call IRS TeleTax at 1-800-829-4477 for recorded information by topic.

Disregarded entities and qualified subchapter S subsidiaries (QSubs). Eligible single-owner disregarded entities and QSubs are treated as separate entities for employment tax purposes. Eligible single-member entities that have not elected to be taxed as corporations must report and pay employment taxes on wages paid to their employees using the entities' own names and EINs. See Regulations sections 1.1361-4(a)(7) and 301.7701-2(c)(2) (iv).

Differential wage payments. Qualified differential wage payments made by employers to individuals serving in the Armed Forces after 2008 are subject to income tax withholding but not social security, Medicare, or FUTA taxes. For more information, see Publication 15 (Circular E).

Federal tax deposits must be made by electronic funds transfer (EFT). You must use EFT to make all federal tax deposits. Generally, an EFT is made using the Electronic Federal Tax Payment System (EFTPS). If you do not want to use EFTPS, you can arrange for your tax professional, financial institution, payroll service, or other trusted third party to make electronic deposits on your behalf. Also, you may arrange for your financial institution to initiate a same-day wire payment on your behalf. EFTPS is a free service provided by the Department of Treasury. Services provided by your tax professional, financial institution, payroll service, or other third party may have a fee.

For more information on making federal tax deposits, see How To Deposit in section 7. To get more information about EFTPS or to enroll in EFTPS, visit www.eftps.gov or call 1-800-555-4477 or 1-800-733-4829 (TDD). Additional information about EFTPS is also available in Publication 966, Electronic Federal Tax Payment System: A Guide To Getting Started.

Electronic filing and payment. Now, more than ever before, businesses can enjoy the benefits of filing tax returns and paying their taxes electronically. Whether you rely on a tax professional or handle your own taxes, the IRS offers you convenient programs to make it easier.

Spend less time and worry on taxes and more time running your business. Use *e-file* and EFTPS to your benefit.

- For e-file, visit the IRS website at <u>www.irs.gov/efile</u> for additional information.
- For EFTPS, visit <u>www.eftps.gov</u> or call EFTPS Customer Service at 1-800-555-4477 (business), 1-800-316-6541 (individual), or 1-800-733-4829 (TDD) for additional information.
- For electronic filing of Form W-2, visit www.socialsecurity.gov/employer.



If you are filing your tax return or paying your federal taxes electronically, a valid EIN is required. If CAUTION a valid EIN is not provided, the return or payment will not be processed. This may result in penalties and delays in processing your return or payment.

Electronic funds withdrawal (EFW). If you file Form 943 electronically, you can *e-file* and e-pay (electronic funds withdrawal) the balance due in a single step using tax preparation software or through a tax professional. However, **do not** use EFW to make federal tax deposits. For more information on paying your taxes using EFW, visit the IRS website at www.irs.gov/e-pay. A fee may be charged to file electronically.

Credit or debit card payments. Employers can pay the balance due shown on Form 943 by credit or debit card. Do not use a credit or debit card to make federal tax deposits. For more information on paying your taxes with a credit or debit card, visit the IRS website at www.irs.gov/epay.

When you hire a new employee. Ask each new employee to complete the 2015 Form W-4 or its Spanish version, Formulario W-4(SP), Certificado de Exención de Retenciones del Empleado. Also, ask the employee to show you his or her social security card so that you can record the employee's name and social security number accurately. If the employee has lost the card or recently changed names, have the employee apply for a duplicate or corrected card. If the employee does not have a card, have the employee apply for one on Form SS-5, Application for a Social Security Card. See section 1 for more information.

Eligibility for employment. You must verify that each new employee is legally eligible to work in the United States. This includes completing the U.S. Citizenship and Immigration Services (USCIS) Form I-9, Employment Eligibility Verification. For more information, visit the USCIS website at www.uscis.gov or call 1-800-375-5283 or 1-800-767-1833 (TDD).

New hire reporting. You are required to report any new employee to a designated state new-hire registry. A new employee is an employee who has not previously been employed by you or was previously employed by you but has been separated from such prior employment for at least 60 consecutive days. Many states accept a copy of Form W-4 with employer information added. Visit the Office of Child Support Enforcement's website at www.acf.hhs.gov/programs/cse/newhire for more information.

Dishonored payments. Any form of payment that is dishonored and returned from a financial institution is subject to a penalty. The penalty is \$25 or 2% of the payment, whichever is more. However, the penalty on dishonored payments of \$24.99 or less is an amount equal to the payment. For example, a dishonored payment of \$18 is charged a penalty of \$18.

**Forms in Spanish.** You can provide Formulario W-4(SP) in place of Form W-4 to your Spanish-speaking employees. For more information, see Publicación 17(SP), El Impuesto Federal sobre los Ingresos (Para Personas Físicas).

For nonemployees, Formulario W-9(SP), Solicitud y Certificación del Número de Identificación del Contribuyente, may be used in place of Form W-9, Request for Taxpayer Identification Number and Certification.

References in this publication to Form W-4 or Form W-9 also apply to their equivalent Spanish translations—Formulario W-4(SP) or Formulario W-9(SP).

**Information returns.** You may be required to file information returns to report certain types of payments made during the year. For example, you must file Form 1099-MISC, Miscellaneous Income, to report payments of \$600 or more to persons not treated as employees (for example, independent contractors) for services performed for your trade or business. For details about filing Forms 1099 and for information about required electronic filing, see the General Instructions for Certain Information Returns for general information return that you file (for example, Instructions for Form 1099-MISC). Generally, do not use Forms 1099 to report wages or other compensation that you paid to employees; report these amounts on Form W-2.

See the General Instructions for Forms W-2 and W-3 for details about filing Forms W-2 and for information about required electronic filing. If you file 250 or more Forms W-2, you must file them electronically. The IRS and Social Security Administration (SSA) will not accept information returns on magnetic media.

**Information reporting customer service site.** The IRS operates an information return customer service site to answer questions about reporting on Forms W-2, W-3, 1099, and other information returns. If you have questions related to reporting on information returns, you may call 1-866-455-7438 (toll free), 304-263-8700 (toll call), or 304-579-4827 (TDD/TTY for persons who are deaf, hard of hearing, or have a speech disability). The call site can also be reached by email at <u>mccirp@irs.gov</u>. Do not include tax identification numbers (TINs) or attachments in email correspondence because electronic mail is not secure.

Web-based application for an employer identification number (EIN). You can apply for an EIN online. Go to IRS.gov and enter "EIN" in the search box.

When a crew leader furnishes workers to you. Record the crew leader's name, address, and EIN. See sections  $\underline{2}$  and  $\underline{10}$ .

**Change of address.** Use Form 8822-B to notify the IRS of an address change. Do not mail form 8822-B with your employment tax return.

**Ordering forms and publications.** You can order your 2014 and 2015 employment tax and information return forms, instructions, and publications online at <u>www.irs.gov/businesses</u>. Click on the *Online Ordering for Information Returns and Employer Returns*. You can also visit <u>www.irs.gov/formspubs</u> to download forms and publications.

Instead of ordering paper Forms W-2 and W-3, consider filing them electronically using the SSA's free *e-file* service. Visit the SSA's Employer W-2 Filing Instructions & Information website at <u>www.socialsecurity.gov/employer</u>, to register for Business Services Online. You will be able to create and file "fill-in" versions of Forms W-2 with SSA and can print out completed copies of Forms W-2 for filing with state and local governments, distribution to your employees, and for your records. Form W-3 will be created for you based on your Forms W-2.

**Tax questions.** If you have a tax question, check the information available on IRS.gov or call 1-800-829-4933 (businesses), 1-800-829-1040 (individuals), or 1-800-829-4059 (TDD/TTY for persons who are deaf, hard of hearing, or have a speech disability) Monday–Friday from 7:00 a.m.–7:00 p.m. local time (Alaska and Hawaii follow Pacific time). We cannot answer tax questions sent to the address provided later for comments and suggestions.

**Recordkeeping.** Keep all records of employment taxes for at least 4 years. These should be available for IRS review. Your records should include the following information.

- Your EIN.
- Amounts and dates of all wage, annuity, and pension payments.
- Names, addresses, social security numbers, and occupations of employees and recipients.
- Any employee copies of Forms W-2 and W-2c returned to you as undeliverable.
- Dates of employment for each employee.
- Periods for which employees and recipients were paid while absent due to sickness or injury and the amount and weekly rate of payments you or third-party payers made to them.
- Copies of employees' and recipients' income tax withholding allowance certificates (Forms W-4, W-4(SP), W-4P, and W-4S).
- Dates and amounts of tax deposits you made and acknowledgment numbers for deposits made by EFTPS.
- Copies of returns filed and confirmation numbers.
- Records of fringe benefits and expense reimbursements provided to your employees, including substantiation.

If a crew leader furnished you with farmworkers, you must keep a record of the name, permanent mailing address, and EIN of the crew leader. If the crew leader has no permanent mailing address, record his or her present address.

**Private delivery services.** You can use certain private delivery services designated by the IRS to send tax returns and payments. The list includes only the following.

- Federal Express (FedEx): FedEx Priority Overnight, FedEx Standard Overnight, FedEx 2Day, FedEx International Priority, and FedEx International First.
- United Parcel Service (UPS): UPS Next Day Air, UPS Next Day Air Saver, UPS 2nd Day Air, UPS 2nd Day Air A.M., UPS Worldwide Express Plus, and UPS Worldwide Express.

For the IRS mailing address to use if you are using a private delivery service, go to IRS.gov and enter "private delivery service" in the search box.

Your private delivery service can tell you how to get written proof of the mailing date.



Private delivery services cannot deliver items to P.O. boxes. You must use the U.S. Postal Service to mail any item to an IRS P.O. box address.

Photographs of missing children. The IRS is a proud partner with the National Center for Missing and Exploited Children. Photographs of missing children selected by the Center may appear in this publication on pages that would otherwise be blank. You can help bring these children home by looking at the photographs and calling 1-800-THE-LOST (1-800-843-5678) if you recognize a child.

# Calendar

The following are important dates and responsibilities. See section 7 for information about depositing taxes reported on Forms 941, 943, 944, and 945. Also see Publication 509, Tax Calendars.



If any date shown below for filing a return, furnishing a form, or depositing taxes falls on a Saturday, Sunday, or legal holiday, the due date is the next business day. A statewide legal holiday delays a filing due date only if the IRS office where you are required to file is located in that state. However, a statewide legal holiday does not delay the due date of federal tax deposits. See Deposits on Business Days Only in section 7. For any filing due date, you will meet the "file" or "furnish" requirement if the envelope containing the return or form is properly addressed, contains sufficient postage, and is postmarked by the U.S. Postal Service on or before the due date, or sent by an IRS-designated delivery service on or before the due date. See Private delivery services under Reminders.

#### By January 31

- File Form 943. See <u>section 8</u> for more information on Form 943. If you deposited all Form 943 taxes when due, you may file Form 943 by February 10.
- Furnish each employee with a completed Form W-2.
- Furnish each recipient to whom you paid \$600 or more in nonemployee compensation with a completed Form 1099 (for example, Form 1099-MISC).
- File Form 940, Employer's Annual Federal Unemployment (FUTA) Tax Return. See section 10 for more information on FUTA. If you deposited all the FUTA tax when due, you may file Form 940 by February 10.
- File Form 945, Annual Return of Withheld Federal Income Tax, to report any nonpayroll federal income tax withheld in 2014. If you deposited all Form 945 taxes when due, you may file Form 945 by February 10.

### By February 15

Ask for a new Form W-4 or Formulario W-4(SP) from each employee who claimed exemption from federal income tax withholding last year.

#### **On February 16**

Any Form W-4 claiming exemption from withholding for the previous year has now expired. Begin withholding for any employee who previously claimed exemption from withholding but has not given you a new Form W-4 for the current year. If the employee does not give you a new Form W-4, withhold tax based on the last valid Form W-4 you have for the employee that does not claim exemption from withholding or, if one does not exist, as if he or she is single with zero withholding allowances. See section 5 for more information. If the employee furnishes a new Form W-4 claiming exemption from withholding after February 15, you may apply the exemption to future wages, but do not refund taxes withheld while the exempt status was not in place.

#### By February 28

- File paper Forms 1099 and 1096. File Copy A of all paper Forms 1099 with Form 1096, Annual Summary and Transmittal of U.S. Information Returns, with the IRS. For electronically filed returns, see By March 31 below.
- File paper Forms W-2 and W-3. File Copy A of all paper Forms W-2 with Form W-3, Transmittal of Wage and Tax Statements, with the SSA. For electronically filed returns, see *By March 31* next.

### By March 31

File electronic Forms W-2 and 1099. File electronic Forms W-2 with the SSA and Forms 1099 with the IRS. For more information on reporting Form W-2 information to the SSA electronically, visit the SSA's Employer W-2 Filing Instructions & Information webpage at www.socialsecurity.gov/employer. For information on filing information returns electronically with the IRS, see Publication 1220, Specifications for Electronic Filing of Forms 1097, 1098, 1099, 3921, 3922, 5498, 8935, and W-2G.

#### By April 30, July 31, October 31, and January 31

Deposit FUTA taxes. Deposit FUTA tax if the undeposited amount is over \$500.

#### Before December 1

Remind employees to submit a new Form W-4 if their marital status or withholding allowances have changed or will change for the next year.

# Introduction

This publication is for employers of agricultural workers (farmworkers). It contains information that you may need to comply with the laws for agricultural labor (farmwork) relating to social security and Medicare taxes, FUTA tax, and withheld federal income tax (employment taxes). Agricultural employers report social security and Medicare taxes and withheld federal income tax on Form 943 and report FUTA tax on Form 940.

If you have nonfarm employees, see Publication 15 (Circular E). If you have employees in the U.S. Virgin Islands, Guam, American Samoa, or the Commonwealth of the Northern Mariana Islands, see Publication 80 (Circular SS). Publication 15-A, Employer's Supplemental Tax Guide, contains more employment-related information, including information about sick pay and pension income.

Publication 15-B, Employer's Tax Guide to Fringe Benefits, contains information about the employment tax treatment and valuation of various types of noncash compensation.

**Comments and suggestions.** We welcome your comments about this publication and your suggestions for future editions.

You can send us comments from <u>www.irs.gov/</u> <u>formspubs</u>. Click on *More Information* and then click on *Give us feedback*.

Or you can write to:

Internal Revenue Service Tax Forms and Publications 1111 Constitution Ave. NW, IR-6526 Washington, DC 20224

We respond to many letters by telephone. Therefore, it would be helpful if you would include your daytime phone number, including the area code, in your correspondence.

Although we cannot respond individually to each email, we do appreciate your feedback and will consider your comments as we revise our tax products.

COBRA premium assistance credit. The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) provides certain former employees, retirees, spouses, former spouses, and dependent children the right to temporary continuation of health coverage at group rates. COBRA generally covers multiemployer health plans and health plans maintained by private-sector employers (other than churches) with 20 or more full and part-time employees. Parallel requirements apply to these plans under the Employee Retirement Income Security Act of 1974 (ERISA). Under the Public Health Service Act, COBRA reguirements apply also to health plans covering state or local government employees. Similar requirements apply under the Federal Employees Health Benefits Program and under some state laws. For the premium assistance (or subsidy) discussed below, these requirements are all referred to as COBRA requirements.

Under the American Recovery and Reinvestment Act of 2009 (ARRA), employers are allowed a credit against "payroll taxes" (referred to in this publication as "employment taxes") for providing COBRA premium assistance to assistance eligible individuals. For periods of COBRA continuation coverage beginning after February 16, 2009, a group health plan must treat an assistance eligible individual as having paid the required COBRA continuation coverage premium if the individual elects COBRA coverage and pays 35% of the amount of the premium.

An assistance eligible individual is a qualified beneficiary of an employer's group health plan who is eligible for COBRA continuation coverage during the period beginning September 1, 2008, and ending May 31, 2010, due to the involuntary termination from employment of a covered employee during the period and elects continuation COBRA coverage. The assistance for the coverage can last up to 15 months.

Employees terminated during the period beginning September 1, 2008, and ending May 31, 2010, who received a severance package that delayed the start of the COBRA continuation coverage, may still be eligible for premium assistance for COBRA continuation coverage. For more information, see Notice 2009-27, 2009-16 I.R.B. 838, available at <u>www.irs.gov/irb/2009-16 irb/ar09.html</u>.

Administrators of the group health plans (or other entities) that provide or administer COBRA continuation coverage must provide notice to assistance eligible individuals of the COBRA premium assistance.

The 65% of the premium not paid by the assistance eligible individual is reimbursed to the employer maintaining the group health plan. The reimbursement is made through a credit against the employer's employment tax liabilities. For information on how to claim the credit, see the Instructions for Form 943-X. The credit is treated as a deposit made on the first day of the return period. In the case of a multiemployer plan, the credit is claimed by the plan, rather than the employer. In the case of an insured plan subject to state law continuation coverage requirements, the credit is claimed by the insurance company, rather than the employer.

Anyone claiming the credit for COBRA premium assistance payments must maintain the following information to support their claim.

- Information on the receipt of the assistance eligible individuals' 35% share of the premium, including dates and amounts.
- In the case of an insurance plan, a copy of invoice or other supporting statement from the insurance carrier and proof of timely payment of the full premium to the insurance carrier required under COBRA.
- In the case of a self-insured plan, proof of the premium amount and proof of the coverage provided to the assistance eligible individuals.
- Attestation of involuntary termination, including the date of the involuntary termination for each covered employee whose involuntary termination is the basis for eligibility for the subsidy.
- Proof of each assistance eligible individual's eligibility for COBRA coverage and the election of COBRA coverage.
- A record of the social security numbers (SSNs) of all covered employees, the amount of the subsidy reimbursed with respect to each covered employee, and whether the subsidy was for one individual or two or more individuals.

For more information, visit IRS.gov and enter "COBRA" in the search box.

### **Useful Items**

You may want to see:

#### Publication

- □ **15** (Circular E), Employer's Tax Guide
- □ 15-A Employer's Supplemental Tax Guide
- □ **15-B** Employer's Tax Guide to Fringe Benefits
- □ 225 Farmer's Tax Guide
- 535 Business Expenses
- □ 583 Starting a Business and Keeping Records

# 1. Taxpayer Identification Numbers

If you are required to withhold any federal income, social security, or Medicare taxes, you will need an EIN for yourself. Also, you will need the SSN of each employee and the name of each employee as shown on the employee's social security card.

**Employer identification number (EIN).** An EIN is a nine-digit number that the IRS issues. The digits are arranged as follows: 00-0000000. It is used to identify the tax accounts of employers and certain others who have no employees. Use your EIN on all of the items that you send to the IRS and SSA.

If you do not have an EIN, you may apply for one online. Go to IRS.gov and enter "EIN" in the search box. You may also apply for an EIN by faxing or mailing Form SS-4, Application for Employer Identification Number, to the IRS. Do not use an SSN in place of an EIN.

If you do not have an EIN by the time a return is due, write "Applied For" and the date you applied for it in the space shown for the number. If you took over another employer's business, do not use that employer's EIN.

You should have only one EIN. If you have more than one, and are not sure which one to use, call the toll-free Business and Specialty Tax Line at 1-800-829-4933 or 1-800-829-4059 (TDD/TTY for persons who are deaf, hard of hearing, or have a speech disability). Provide the EINs that you have, the name and address to which each number was assigned, and the address of your principal place of business. The IRS will tell you which EIN to use.

For more information, see Publication 1635 or Publication 583.

When you receive your EIN. If you are a new employer that indicated a federal tax obligation when requesting an EIN, you will be pre-enrolled in EFTPS. You will receive information in your EIN Package about Express Enrollment and an additional mailing containing your EFTPS personal identification number (PIN) and instructions for activating your PIN. Call the toll-free number located in your "How to Activate Your Enrollment" brochure to activate your enrollment and begin making your employment tax deposits. If you outsource any of your payroll and related tax duties to a third party payer, such as a payroll service provider or reporting agent, be sure to tell them about your EFTPS enrollment.

**Social security number (SSN).** An employee's SSN consists of nine digits arranged as follows: 000-00-0000. You must obtain each employee's name and SSN as shown on the employee's social security card because you must enter them on Form W-2. Do not accept a social security card that says "Not valid for employment." A social security number issued with this legend does not permit employment. You may, but are not required to, photocopy the social security card if the employee provides it. If you do not show the employee's correct name and SSN on Form W-2, you may owe a penalty unless you have

reasonable cause. See Publication 1586, Reasonable Cause Regulations & Requirements for Missing and Incorrect Name/TINs.

**Applying for a social security card.** Any employee who is legally eligible to work in the United States and does not have a social security card can get one by completing Form SS-5, Application for a Social Security Card, and submitting the necessary documentation to SSA. You can get Form SS-5 at SSA offices, by calling 1-800-772-1213 or 1-800-325-0778 (TTY), or from the SSA website at <u>www.socialsecurity.gov/online/ss-5.html</u>. The employee must complete and sign Form SS-5; it cannot be filed by the employer. You may be asked to supply a letter to accompany Form SS-5 if the employee has exceeded his or her yearly or lifetime limit for the number of replacement cards allowed.

Applying for a social security number. If you file Form W-2 on paper and your employee has applied for an SSN but does not have one when you must file Form W-2, enter "Applied For" on the form. If you are filing electronically, enter all zeros (000-00-0000) in the social security number field. When the employee receives the SSN, file Copy A of Form W-2c, Corrected Wage and Tax Statement, with the SSA to show the employee's SSN. Furnish Copies B, C, and 2 of Form W-2c to the employee. Up to 25 Forms W-2c per Form W-3c, Transmittal of Corrected Wage and Tax Statements, may be filed per session over the Internet, with no limit on the number of sessions. For more information, visit SSA's Employer W-2 Filing Instructions & Information webpage at www.socialsecurity.gov/ employer. Advise your employee to correct the SSN on his or her original Form W-2.

**Correctly record the employee's name and SSN.** Record the name and number of each employee as they are shown on the employee's social security card. If the employee's name is not correct as shown on the card (for example, because of marriage or divorce), the employee should request an updated card from the SSA. Continue to report the employee's wages under the old name until the employee shows you an updated social security card with the new name.

If the SSA issues the employee an updated card after a name change, or a new card with a different social security number, file a Form W-2c to correct the name/SSN reported on the most recently filed Form W-2. It is not necessary to correct other years if the previous name and SSN were used for years before the most recent Form W-2.

**IRS individual taxpayer identification numbers (ITINs) for aliens.** Do not accept an ITIN in place of an SSN for employee identification or for work. An ITIN is issued for use by resident and nonresident aliens who need identification for tax purposes, but who are not eligible for U.S. employment. The ITIN is a nine-digit number formatted like an SSN (for example, NNN-NN-NNNN). However, it begins with the number "9" and has either a "7" or "8" as the fourth digit (for example, 9NN-7N-NNNN or 9NN-8N-NNNN). An individual with an ITIN who later becomes eligible to work in the United States must obtain an SSN. If the individual is currently eligible to work in the United States, instruct the individual to apply for an SSN and follow the instructions under Applying for a social security number, earlier in this section. Do not use an ITIN in place of an SSN on Form W-2.

Verification of social security numbers. Employers and authorized reporting agents can use the Social Security Number Verification Service (SSNVS) to instantly verify up to 10 employee names and SSNs (per screen) at a time, or submit an electronic file of up to 250,000 names and SSNs and usually receive results the next business day. Visit <u>www.socialsecurity.gov/employer/ssnv.htm</u> for more information.

**Registering for SSNVS.** You must register online and receive authorization from your employer to use SSNVS. To register, visit SSA's website at <u>www.socialsecurity.gov/bso</u> and click on the *Register* link under *Business Services Online*. Follow the registration instructions to obtain a user identification (ID) and password. You will need to provide the following information about yourself and your company.

- Name.
- SSN.
- Date of birth.
- Type of employer.
- EIN.
- Company name, address, and telephone number.
- Email address.

When you have completed the online registration process, SSA will mail a one-time activation code to your employer. You must enter the activation code online to use SSNVS.

# 2. Who Are Employees?

Generally, employees are defined either under common law or under statutes for certain situations. See Publication 15-A for details on statutory employees and nonemployees.

**Employee status under common law.** Generally, a worker who performs services for you is your employee if you have the right to control what will be done and how it will be done. This is so even when you give the employee freedom of action. What matters is that you have the right to control the details of how the services are performed. See Publication 15-A for more information on how to determine whether an individual providing services is an independent contractor or an employee.

If an employer-employee relationship exists, it does not matter what it is called. The employee may be called an agent or independent contractor. It also does not matter how payments are measured or paid, what they are called, or if the employee works full or part time. You are responsible for withholding and paying employment taxes for your employees. You are also required to file employment tax returns. These requirements do not apply to amounts that you pay to independent contractors. The rules discussed in this publication apply only to workers who are your employees.

In general, you are an employer of farmworkers if your employees:

- Raise or harvest agricultural or horticultural products on your farm (including the raising and feeding of livestock);
- Work in connection with the operation, management, conservation, improvement, or maintenance of your farm and its tools and equipment;
- Provide services relating to salvaging timber, or clearing land of brush and other debris, left by a hurricane (also known as hurricane labor);
- Handle, process, or package any agricultural or horticultural commodity if you produced over half of the commodity (for a group of up to 20 unincorporated operators, all of the commodity); or
- Do work for you related to cotton ginning, turpentine, gum resin products, or the operation and maintenance of irrigation facilities.

For this purpose, the term "farm" includes stock, dairy, poultry, fruit, fur-bearing animals, and truck farms, as well as plantations, ranches, nurseries, ranges, greenhouses or other similar structures used primarily for the raising of agricultural or horticultural commodities, and orchards.

Farmwork does not include reselling activities that do not involve any substantial activity of raising agricultural or horticultural commodities, such as a retail store or a greenhouse used primarily for display or storage.

The table in section 12, <u>How Do Employment Taxes</u> <u>Apply to Farmwork</u>, distinguishes between farm and nonfarm activities, and also addresses rules that apply in special situations.

### **Crew Leaders**

If you are a crew leader, you are an employer of farmworkers. A crew leader is a person who furnishes and pays (either on his or her own behalf or on behalf of the farm operator) workers to do farmwork for the farm operator. If there is no written agreement between you and the farm operator stating that you are his or her employee and if you pay the workers (either for yourself or for the farm operator), then you are a crew leader. For FUTA tax rules, see <u>section 10</u>.

# Business Owned and Operated by Spouses

If you and your spouse jointly own and operate a farm or nonfarm business and share in the profits and losses, you are partners in a partnership, whether or not you have a formal partnership agreement. See Publication 541, Partnerships, for more details. The partnership is considered the employer of any employees, and is liable for any employment taxes due on wages paid to its employees.

**Exception—Qualified joint venture.** For tax years beginning after December 31, 2006, the Small Business and Work Opportunity Tax Act of 2007 (Public Law 110-28) provides that a "qualified joint venture," whose only members are spouses filing a joint income tax return, can elect not to be treated as a partnership for federal tax purposes. A qualified joint venture conducts a trade or business where:

- The only members of the joint venture are spouses who file a joint income tax return,
- Both spouses materially participate (see *Material participation* in the Instructions for Schedule C (Form 1040), line G) in the trade or business (mere joint ownership of property is not enough),
- Both spouses elect to not be treated as a partnership, and
- The business is co-owned by both spouses and is not held in the name of a state law entity such as a partnership or limited liability company (LLC).

To make the election, all items of income, gain, loss, deduction, and credit must be divided between the spouses, in accordance with each spouse's interest in the venture, and reported on separate Schedules C or F as sole proprietors. Each spouse must also file a separate Schedule SE to pay self-employment taxes, as applicable.

Spouses using the qualified joint venture rules are treated as sole proprietors for federal tax purposes and generally do not need an EIN. If employment taxes are owed by the qualified joint venture, either spouse may report and pay the employment taxes due on the wages paid to the employees using the EIN of that spouse's sole proprietorship. Generally, filing as a qualified joint venture will not increase the spouses' total tax owed on the joint income tax return. However, it gives each spouse credit for social security earnings on which retirement benefits are based and for Medicare coverage without filing a partnership return.

**Note.** If your spouse is your employee, not your partner, you must pay social security and Medicare taxes for him or her.

For more information on qualified joint ventures, visit IRS.gov and enter "qualified joint venture" in the search box.

**Exception—Community income.** If you and your spouse wholly own an unincorporated business as community property under the community property laws of a state, foreign country, or U.S. possession, you can treat the business either as a sole proprietorship (of the spouse who carried on the business) or a partnership. You may still make an election to be taxed as a qualified joint venture instead of a partnership. See *Exception—Qualified joint venture*, earlier in this section.

# 3. Wages and Other Compensation

Cash wages that you pay to employees for farmwork are generally subject to social security tax and Medicare tax. You may also be required to withhold, deposit, and report Additional Medicare Tax. See <u>section 4</u> for more information. If the wages are subject to social security and Medicare taxes, they are also subject to federal income tax withholding. You may also be liable for FUTA tax, which is not withheld by you or paid by the employee. FUTA tax is discussed in <u>section 10</u>. Cash wages include checks, money orders, etc. Do not count as cash wages the value of food, lodging, and other noncash items.

For more information on what payments are considered taxable wages, see Publication 15 (Circular E).

**Commodity wages.** Commodity wages are not cash and are not subject to social security and Medicare taxes or federal income tax withholding. However, noncash payments, including commodity wages, are treated as cash wages if the substance of the transaction is a cash payment. These noncash payments are subject to social security and Medicare taxes and federal income tax withholding.

**Other compensation.** Publications 15-A and 15-B discuss other forms of compensation that may be taxable.

**Family members.** Generally, the wages that you pay to family members who are your employees are subject to social security and Medicare taxes, federal income tax withholding, and FUTA tax. However, certain exemptions may apply for your child, spouse, or parent. See the table, *How Do Employment Taxes Apply to Farmwork*, in section 12.

**Household employees.** The wages of an employee who performs household services, such as a maid, babysitter, gardener, or cook, in your home are not subject to social security and Medicare taxes if you pay that employee cash wages of less than \$1,900 in 2015.

Social security and Medicare taxes do not apply to cash wages for housework in your private home if it was done by your spouse or your child under age 21. Nor do the taxes apply to housework done by your parent unless:

- You have a child living in your home who is under age 18 or has a physical or mental condition that requires care by an adult for at least 4 continuous weeks in a calendar quarter, and
- You are a widow or widower, or divorced and not remarried, or have a spouse in the home who, because of a physical or mental condition, cannot care for your child for at least 4 continuous weeks in the quarter.

For more information, see Publication 926, Household Employer's Tax Guide.



Wages for household work may not be a deductible farm expense. See Publication 225, Farmer's Tax Guide. **Share farmers.** You do not have to withhold or pay social security and Medicare taxes on amounts paid to share farmers under share-farming arrangements.

**Compensation paid to H-2A visa holders.** Report compensation of \$600 or more paid to foreign agricultural workers who entered the country on H-2A visas in box 1 of Form W-2 but do not report it as social security wages (box 3) or Medicare wages (box 5) on Form W-2 because compensation paid to H-2A workers for agricultural labor performed in connection with this visa is not subject to social security and Medicare taxes. On Form W-2, do not check box 13 (Statutory employee), as H-2A workers are not statutory employees.

An employer is not required to withhold federal income tax from compensation it pays an H-2A worker for agricultural labor performed in connection with this visa but may withhold if the worker asks for withholding and the employer agrees. In that case, the worker must give the employer a completed Form W-4. Federal income tax withheld should be reported in box 2 of Form W-2.

These reporting rules apply when the H-2A worker provides his or her TIN to the employer. If the H-2A worker does not provide a TIN and the total annual wages to the H-2A worker are at least \$600, the employer is required to backup withhold. See the Instructions for Form 1099-MISC and the Instructions for Form 945.

# 4. Social Security and Medicare Taxes

Generally, you must withhold social security and Medicare taxes on all cash wage payments that you make to your employees. You may also be required to withhold Additional Medicare Tax. For more information, see <u>Additional Medicare Tax withholding</u>, later.

### The \$150 Test or the \$2,500 Test

All cash wages that you pay to an employee during the year for farmwork are subject to social security and Medicare taxes and federal income tax withholding if either of the two tests below is met.

- You pay cash wages to an employee of \$150 or more in a year for farmwork (count all cash wages paid on a time, piecework, or other basis). The \$150 test applies separately to each farmworker that you employ. If you employ a family of workers, each member is treated separately. Do not count wages paid by other employers.
- The total that you pay for farmwork (cash and noncash) to all your employees is \$2,500 or more during the year.

**Exceptions.** The \$150 and \$2,500 tests do not apply to wages that you pay to a farmworker who receives less than \$150 in annual cash wages and the wages are not subject to social security and Medicare taxes, or federal

income tax withholding, even if you pay \$2,500 or more in that year to all of your farmworkers if the farmworker:

- Is employed in agriculture as a hand-harvest laborer,
- Is paid piece rates in an operation that is usually paid on a piece-rate basis in the region of employment,
- Commutes daily from his or her permanent home to the farm, and
- Had been employed in agriculture less than 13 weeks in the preceding calendar year.

Amounts that you pay to these seasonal farmworkers, however, count toward the \$2,500-or-more test to determine whether wages that you pay to other farmworkers are subject to social security and Medicare taxes.

# Social Security and Medicare Tax Withholding

The social security tax rate is 6.2%, for both the employee and employer, on the first \$118,500 paid to each employee. You must withhold at this rate from each employee and pay a matching amount. The Medicare tax rate is 1.45% each for the employee and employer on all wages. You must withhold at this rate from each employee and pay a matching amount. There is no wage base limit for Medicare tax; all covered wages are subject to Medicare tax.

Social security and Medicare taxes apply to most payments of sick pay, including payments made by third parties such as insurance companies. For details, see Publication 15-A.

Additional Medicare Tax withholding. In addition to withholding Medicare tax at 1.45%, you must withhold a 0.9% Additional Medicare Tax from wages you pay to an employee in excess of \$200,000 in a calendar year. You are required to begin withholding Additional Medicare Tax in the pay period in which you pay wages in excess of \$200,000 to an employee and continue to withhold it each pay period until the end of the calendar year. Additional Medicare Tax is only imposed on the employee. There is no employer share of Additional Medicare Tax. All wages that are subject to Medicare tax are subject to Additional Medicare Tax withholding if paid in excess of the \$200,000 withholding threshold.

For more information on what wages are subject to Medicare tax, see the chart, *Special Rules for Various Types of Services and Payments*, in section 15 of Publication 15 (Circular E). For more information on Additional Medicare Tax, visit IRS.gov and enter "Additional Medicare Tax" in the search box.

**Employee share paid by employer.** If you would rather pay a household or agricultural employee's share of the social security and Medicare taxes without withholding them from his or her wages, you may do so. If you do not withhold the taxes, however, you must still pay them. Any **employee** social security and Medicare taxes that you pay is additional income to the employee. Include it in box 1 of the employee's Form W-2, but do not count it as social security and Medicare wages and do not include it in boxes 3 and 5. Also, do not count the additional income

as wages for FUTA tax purposes. Different rules apply to employer payments of social security and Medicare taxes for non-household and non-agricultural employees. See section 7 of Publication 15-A.

Withholding social security and Medicare taxes on nonresident alien employees. In general, if you pay wages to nonresident alien employees, you must withhold social security and Medicare taxes as you would for a U.S. citizen or resident alien. However, see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities, for exceptions to this general rule. Also see Compensation paid to H-2A visa holders in section 3.

Religious exemption. An exemption from social security and Medicare taxes is available to members of a recognized religious sect opposed to public insurance. This exemption is available only if both the employee and the employer are members of the sect.

For more information, see Publication 517, Social Security and Other Information for Members of the Clergy and Religious Workers.

# 5. Federal Income Tax Withholding

Farmers and crew leaders must withhold federal income tax from the wages of farmworkers if the wages are subject to social security and Medicare taxes. The amount to withhold is figured on gross wages before taking out social security and Medicare taxes, union dues, insurance, etc. You may use one of several methods to determine the amount of federal income tax withholding. They are discussed in section 13.

Form W-4. To know how much federal income tax to withhold from employees' wages, you should have a Form W-4 on file for each employee. Encourage your employees to file an updated Form W-4 for 2015, especially if they owed taxes or received a large refund when filing their 2014 tax return. Advise your employees to use the IRS Withholding Calculator on the IRS website at *www.irs.gov/individuals* for help in determining how many withholding allowances to claim on their Form W-4.

Ask each new employee to give you a signed Form W-4 when starting work. Make the form effective with the first wage payment. If a new employee does not give you a completed Form W-4, withhold tax as if he or she is single, with no withholding allowances.

Forms in Spanish. You can provide Formulario W-4(SP) in place of Form W-4 to your Spanish-speaking employees. For more information, see Publicación 17(SP).

Effective date of Form W-4. A Form W-4 remains in effect until the employee gives you a new one. When you receive a new Form W-4, do not adjust withholding for pay periods before the effective date of the new form. Do not adjust withholding retroactively. If an employee gives you a replacement Form W-4, begin withholding no later than the start of the first payroll period ending on or after the 30th day from the date when you received the replacement Form W-4. For exceptions, see Exemption from federal income tax withholding, IRS review of requested Forms W-4, and Invalid Forms W-4, later in this section.



A Form W-4 that makes a change for the next calendar year will not take effect in the current calen-CAUTION dar year.

Completing Form W-4. The amount of federal income tax withholding is based on marital status and withholding allowances. Your employees may not base their withholding amounts on a fixed dollar amount or percentage. However, the employee may specify a dollar amount to be withheld in addition to the amount of withholding based on filing status and withholding allowances claimed on Form W-4.

Employees may claim fewer withholding allowances than they are entitled to claim. They may do this to ensure that they have enough withholding or to offset other sources of taxable income that are not subject to withholding.

See Publication 505, Tax Withholding and Estimated Tax, for more information about completing Form W-4. Along with Form W-4, you may wish to order Publication 505 for use by your employees.

Do not accept any withholding or estimated tax payments from your employees in addition to withholding based on their Form W-4. If an employee wants additional withholding, he or she should submit a new Form W-4 and, if necessary, pay estimated tax by filing Form 1040-ES, Estimated Tax for Individuals, or by using EFTPS to make estimated tax payments.

Exemption from federal income tax withholding. Generally, an employee may claim exemption from federal income tax withholding because he or she had no federal income tax liability last year and expects none this year. See the Form W-4 instructions for more information. However, the wages are still subject to social security and Medicare taxes.

A Form W-4 claiming exemption from withholding is effective when it is filed with the employer and only for that calendar year. To continue to be exempt from withholding in the next calendar year, an employee must give you a new Form W-4 by February 15. If the employee does not give you a new Form W-4 by February 15, withhold tax based on the last valid Form W-4 you have for the employee that did not claim an exemption from withholding or, if one does not exist, withhold as if he or she is single with zero withholding allowances. If the employee provides a new Form W-4 claiming an exemption from withholding on February 16 or later, you may apply the exemption to future wages, but do not refund taxes withheld while the exempt status was not in place.

Withholding income taxes on the wages of nonresident alien employees. In general, you must withhold federal income taxes on the wages of nonresident alien employees. However, see Publication 515 for exceptions to this general rule. Also see Compensation paid to H-2A visa workers in section 3.

Withholding adjustment for nonresident alien employees. A special procedure applies for figuring the amount of income tax to withhold from wages of nonresident alien employees performing services within the United States for wages paid in 2015. This procedure

requires a special chart to be used with the withholding tables to determine the amount to withhold from the wages of the nonresident alien employee. See Withholding adjustment for nonresident alien employees in section 9 of Publication 15 (Circular E).

Nonresident alien employee's Form W-4. When completing Forms W-4, nonresident aliens are required to:

- Not claim exemption from income tax withholding;
- Request withholding as if they are single, regardless of their actual marital status;
- Claim only one allowance (if the nonresident alien is a resident of Canada, Mexico, or Korea, or student or business apprentice from India, he or she may claim more than one allowance); and
- Write "Nonresident Alien" or "NRA" above the dotted line on line 6 of Form W-4.

If you maintain an electronic Form W-4 system, you should provide a field for nonresident alien employees to enter nonresident alien status in lieu of writing "Nonresident Alien" or "NRA" above the dotted line on line 6.



A nonresident alien employee may request additional withholding at his or her option for other purposes, although such additions should not be necessary for withholding to cover federal income tax liability related to employment.

Form 8233. If a nonresident alien employee claims a tax treaty exemption from withholding, the employee must submit Form 8233, Exemption from Withholding on Compensation for Independent (and Certain Dependent) Personal Services of a Nonresident Alien Individual, with respect to the income exempt under the treaty, instead of Form W-4. See Publication 515 for details.

IRS review of requested Forms W-4. When requested by the IRS, you must make original Forms W-4 available for inspection by an IRS employee. You may also be directed to send certain Forms W-4 to the IRS. You may receive a notice from the IRS requiring you to submit a copy of Form W-4 for one or more of your named employees. Send the requested copy or copies of Form W-4 to the IRS at the address provided and in the manner directed by the notice. The IRS may also require you to submit copies of Form W-4 to the IRS as directed by a revenue procedure or notice published in the Internal Revenue Bulletin. When we refer to Form W-4, the same rules apply to Formulario W-4(SP), its Spanish translation.

After submitting a copy of the requested Form W-4 to the IRS, continue to withhold federal income tax based on that Form W-4 if it is valid (see Invalid Forms W-4, later in this section). However, if the IRS later notifies you in writing that the employee is not entitled to claim a complete exemption from withholding or more than the maximum number of withholding allowances specified by the IRS in the written notice, withhold federal income tax based on the effective date, marital status, and maximum number of withholding allowances specified in the notice (commonly referred to as a "lock-in letter").

Initial lock-in letter. The IRS uses information reported on Form W-2 to identify employees with withholding compliance problems. In some cases, where a serious under-withholding problem is found to exist for a particular employee, the IRS may issue a lock-in letter to the employer specifying the maximum number of withholding allowances and marital status permitted for a specific employee. You will also receive a copy for the employee that identifies the maximum number of withholding allowances permitted and the process by which the employee can provide additional information to the IRS for purposes of determining the appropriate number of withholding allowances. If the employee is employed by you as of the date of the notice, you must furnish the employee copy to the employee within 10 business days of receipt. You may follow any reasonable business practice to furnish the employee copy to the employee.

Implementation of lock-in letter. When you receive the notice specifying the maximum number of withholding allowances and marital status permitted, you may not withhold immediately on the basis of the notice. You must begin withholding tax on the basis of the notice for any wages paid after the date specified in the notice. The delay between your receipt of the notice and the date to begin the withholding on the basis of the notice permits the employee to contact the IRS.

Seasonal employees and employees not currently performing services. If you receive a notice for an employee who is not currently performing services for you, you are still required to furnish the employee copy to the employee and withhold based on the notice if any of the following apply.

- You are paying wages for the employee's prior services and the wages are subject to income tax withholding on or after the date specified in the notice.
- You reasonably expect the employee to resume services within 12 months of the date of the notice.
- The employee is on a bona fide leave of absence that does not exceed 12 months or the employee has a right to reemployment after the leave of absence.

Termination and re-hire of employees. If you are reguired to furnish and withhold based on the notice and the employment relationship is terminated after the date of the notice, you must continue to withhold based on the notice if you continue to pay any wages subject to income tax withholding. You must also withhold based on the notice or modification notice (explained next) if the employee resumes the employment relationship with you within 12 months after the termination of the employment relationship.

Modification notice. After issuing the notice specifying the maximum number of withholding allowances and marital status permitted, the IRS may issue a subsequent notice (modification notice) that modifies the original notice. The modification notice may change the marital status and/or the number of withholding allowances permitted. You must withhold federal income tax based on the effective date specified in the modification notice.

New Form W-4 after IRS notice. After the IRS issues a notice or modification notice, if the employee provides you with a new Form W-4 claiming complete exemption from withholding or claims a marital status, a number of withholding allowances, and any additional withholding that results in less withholding than would result under the IRS notice or modification notice, you must disregard the new Form W-4. You are required to withhold on the basis of the notice or modification notice unless the IRS subsequently notifies you to withhold based on the new Form W-4. If the employee wants to put a new Form W-4 into effect that results in less withholding than required, the employee must contact the IRS.

If, after you receive an IRS notice or modification notice, your employee provides you with a new Form W-4 that does not claim exemption from federal income tax withholding and claims a marital status, a number of withholding allowances, and any additional withholding that results in more withholding than would result under the notice or modification notice, you must withhold tax on the basis of that new Form W-4. Otherwise, disregard any subsequent Forms W-4 provided by the employee and withhold based on the IRS notice or modification notice.

**Substitute Forms W-4.** You are encouraged to have your employees use the official version of Form W-4 to claim withholding allowances or exemption from withholding. Call the IRS at 1-800-TAX-FORM (1-800-829-3676) or visit IRS.gov to obtain copies of Form W-4.

You may use a substitute version of Form W-4 to meet your business needs. However, your substitute Form W-4 must contain language that is identical to the official Form W-4 and your form must meet all current IRS rules for substitute forms. At the time that you provide your substitute form to the employee, you must provide him or her with all tables, instructions, and worksheets from the current Form W-4.

You cannot accept a substitute Form W-4 developed by an employee, and the employee submitting such form will be treated as failing to furnish a Form W-4. However, continue to use any valid Forms W-4 developed by your employees that you accepted before October 11, 2007.

**Invalid Forms W-4.** Any unauthorized change or addition to Form W-4 makes it invalid. This includes taking out any language by which the employee certifies that the form is correct. A Form W-4 is also invalid if, by the date an employee gives it to you, he or she indicates in any way that it is false. An employee who submits a false Form W-4 may be subject to a \$500 penalty. You may treat a Form W-4 as invalid if the employee wrote "exempt" on line 7 and also entered a number on line 5 or an amount on line 6.

When you get an invalid Form W-4, do not use it to figure federal income tax withholding. Tell the employee that it is invalid and ask for another one. If the employee does not give you a valid one, withhold taxes as if the employee was single and claiming no withholding allowances. However, if you have an earlier Form W-4 for this worker that is valid, withhold as you did before.

For additional information about these rules, see Treasury Decision 9337, 2007-35 I.R.B. 455, available at <u>www.irs.gov/irb/2007-35\_IRB/ar10.html</u>.

Amounts exempt from levy on wages, salary, and other income. If you receive a Notice of Levy on Wages, Salary, and Other Income—Forms 668-W(ACS), 668-W(c)(DO), or 668-W(ICS), you must withhold amounts as described in the instructions for these forms.

Publication 1494, Tables for Figuring Amount Exempt From Levy on Wages, Salary, and Other Income—Forms 668-W(ACS), 668-W(c)(DO), and 668-W(ICS), shows the exempt amount. If a levy issued in a prior year is still in effect and the taxpayer submits a new Statement of Exemptions and Filing Status, use the current year Publication 1494 to compute the exempt amount.

# How To Figure Federal Income Tax Withholding

There are several ways to figure federal income tax withholding.

- Wage bracket tables. See <u>section 13</u> for directions on how to use the tables.
- Percentage method. See <u>section 13</u> for directions on how to use the percentage method.
- Alternative formula tables for percentage method withholding. See Publication 15-A.
- Wage bracket percentage method withholding tables. See Publication 15-A.
- Other alternative methods. See Publication 15-A.

Employers with automated payroll systems will find the two alternative formula tables and the two alternative wage bracket percentage method tables in Publication 15-A useful.

If an employee wants additional federal tax withheld, have the employee show the extra amount on Form W-4.

**Supplemental wages.** Supplemental wages are wage payments to an employee that are not regular wages. They include, but are not limited to, bonuses, commissions, overtime pay, accumulated sick leave, severance pay, awards, prizes, back pay and retroactive pay increases for current employees, and payments for nondeductible moving expenses. Other payments subject to the supplemental wage rules include taxable fringe benefits and expense allowances paid under a nonaccountable plan.

If you pay supplemental wages with regular wages but do not specify the amount of each, withhold federal income tax as if the total was a single payment for a regular payroll period.

If you pay supplemental wages separately (or combine them in a single payment and specify the amount of each), the federal income tax withholding method depends partly on whether you withhold federal income tax from your employee's regular wages.

- 1. If you withheld federal income tax from an employee's regular wages in the current or immediately preceding calendar year, you can use one of the following methods for the supplemental wages.
  - a. Withhold a flat 25% (no other percentage allowed).
  - b. If the supplemental wages are paid concurrently with regular wages, add the supplemental wages to the concurrently paid regular wages. If there are no concurrently paid regular wages, add the supplemental wages to alternatively, either the regular wages paid or to be paid for the current payroll

period or the regular wages paid for the preceding payroll period. Figure the income tax withholding as if the total of the regular wages and supplemental wages is a single payment. Subtract the tax withheld from the regular wages. Withhold the remaining tax from the supplemental wages. If there were other payments of supplemental wages paid during the payroll period made before the current payment of supplemental wages, aggregate all the payments of supplemental wages paid during the payroll period with the regular wages paid during the payroll period, calculate the tax on the total, subtract the tax already withheld from the regular wages and previous supplemental wage payments, and withhold the remaining tax from the current payment of supplemental wages.

2. If you did not withhold federal income tax from the employee's regular wages in the current or immediately preceding calendar year, use method 1-b above. This would occur, for example, when the value of the employee's withholding allowances claimed on Form W-4 is more than the wages.



Separate rules apply to any supplemental wages exceeding \$1 million that you pay to an individual AUTION during the year. See section 7 in Publication 15 (Circular E) for details.

Regardless of the method that you use to withhold federal income tax on supplemental wages, they are generally subject to social security, Medicare, and FUTA taxes.

# 6. Required Notice to **Employees About Earned** Income Credit (EIC)

You must notify employees who have no federal income tax withheld that they may be able to claim a tax refund because of the EIC. Although you do not have to notify employees who claim exemption from withholding on Form W-4 about the EIC, you are encouraged to notify any employees whose wages for 2014 were less than \$46,997 (\$52,427 if married filing jointly) that they may be eligible to claim the credit for 2014. This is because eligible employees may get a refund of the amount of EIC that is more than the tax that they owe.

You will meet the notification requirement if you issue to the employee Form W-2 with the EIC notice on the back of Copy B, or a substitute Form W-2 with the same statement. You may also meet the requirement by providing Notice 797, Possible Federal Tax Refund Due to the Earned Income Credit (EIC), or your own statement that contains the same wording.

If a substitute Form W-2 is given to the employee on time but does not have the required statement, you must notify the employee within 1 week of the date that the substitute Form W-2 is given. If Form W-2 is required but is not given on time, you must give the employee Notice 797 or your written statement by the date that Form W-2 is required to be given. If Form W-2 is not required, you must notify the employee by February 9, 2015.

# 7. Depositing Taxes

Generally, you must deposit both the employer and employee shares of social security and Medicare taxes and federal income tax withheld. You must use EFT to make all federal tax deposits. See How To Deposit, later in this section.



The credit against employment taxes for COBRA premium assistance payments is treated as a deposit of taxes on the first day of your return period. For more information, see COBRA premium assistance credit under Introduction.

**Payment with return.** You may make payments with Forms 943 or 945 instead of depositing if one of the following applies.

- You report less than a \$2,500 tax liability for the year (Form 943, line 11; Form 945, line 3) and you pay in full with a return that is filed on time. However, if you are unsure that you will report less than \$2,500, deposit under the rules explained in this section so that you will not be subject to failure-to-deposit penalties.
- You are a monthly schedule depositor and make a payment in accordance with the Accuracy of Deposits *Rule* discussed later in this section. This payment may be \$2,500 or more.

Only monthly schedule depositors, defined later, are allowed to make an Accuracy of Deposits CAUTION Rule payment with the return. Semiweekly schedule depositors must timely deposit the amount. See Accuracy of Deposits Rule and How To Deposit, later in this section.

### When To Deposit

If you employ both farm and nonfarm workers, do not combine the taxes reportable on Forms 941 CAUTION or 944 with Form 943 to decide whether to make a deposit. See Employers of Both Farm and Nonfarm Workers, later in this section.

The rules for determining when to deposit Form 943 taxes are discussed below. See section 10 for the separate rules that apply to FUTA tax. Under these rules, you are classified as either a monthly schedule depositor or a semiweekly schedule depositor.

The terms "monthly schedule depositor" and "semiweekly schedule depositor" do not refer to how often your business pays its employees or how often you are required to make deposits. The terms identify which set of rules you must follow when you incur a tax liability (for example, when you have a payday).

The deposit schedule that you must use for a calendar year is determined from the tax liability reported on your Form 943, line 11, for the lookback period, discussed next.

 If you reported \$50,000 or less of Form 943 taxes for the lookback period, you are a monthly schedule depositor.

 If you reported more than \$50,000 of Form 943 taxes for the lookback period, you are a semiweekly schedule depositor.

Lookback period. The lookback period is the second calendar year preceding the current calendar year. For example, the lookback period for 2015 is 2013.

Example of deposit schedule based on lookback period. Rose Co. reported taxes on Form 943 as follows.

2013 - \$48,000

2014 - \$60,000

Rose Co. is a monthly schedule depositor for 2015 because its taxes for the lookback period (\$48,000 for calendar year 2013) were not more than \$50,000. However, for 2016, Rose Co. is a semiweekly schedule depositor because the total taxes before adjustment for its lookback period (\$60,000 for calendar year 2014) exceeded \$50,000.

Adjustments to lookback period taxes. To determine your taxes for the lookback period, use only the tax that you reported on the original return (Form 943, line 11). Do not include adjustments shown on Form 943-X.

*Example of adjustments.* An employer originally reported total tax of \$45,000 for the lookback period in 2013. The employer discovered during March 2015 that the tax reported for the lookback period was understated by \$10,000 and corrected this error by filing Form 943-X. The total tax reported in the lookback period is still \$45,000. The \$10,000 adjustment is also not treated as part of the 2015 taxes.

Deposit period. The term "deposit period" refers to the period during which tax liabilities are accumulated for each required deposit due date. For monthly schedule depositors, the deposit period is a calendar month. The deposit periods for semiweekly schedule depositors are Wednesday through Friday and Saturday through Tuesday.

### Monthly Deposit Schedule

If the tax liability reported on Form 943, line 11, for the lookback period is \$50,000 or less, you are a monthly schedule depositor for the current year. You must deposit Form 943 taxes on payments made during a calendar month by the 15th day of the following month.

Monthly schedule example. Red Co. is a seasonal employer and a monthly schedule depositor. It pays wages each Friday. It paid wages during May 2015, but did not pay any wages during June. Red Co. must deposit the combined tax liabilities for the May paydays by June 15. Red Co. does not have a deposit requirement for June (that is, due by July 15, 2015) because no wages were paid in June; therefore, it did not have a tax liability for June.

**New employers.** For agricultural employers, your tax liability for any year in the lookback period before the date you started or acquired your business is considered to be zero. Therefore, you are a monthly schedule depositor for the first and second calendar years of your agricultural business (but see the \$100,000 Next-Day Deposit Rule, later in this section).

### Semiweekly Deposit Schedule

You are a semiweekly schedule depositor for a calendar year if the tax liability on Form 943, line 11, during your lookback period was more than \$50,000. Under the semiweekly deposit schedule, deposit Form 943 taxes for payments made on Wednesday, Thursday, and/or Friday by the following Wednesday. Deposit amounts accumulated for payments made on Saturday, Sunday, Monday, and/or Tuesday by the following Friday.

Semiweekly depositors are not required to deposit twice a week if their payments were in the same semiweekly period unless the \$100,000 Next-Day Deposit <u>Rule</u> (discussed later in this section) applies. For example, if you made a payment on both Wednesday and Friday and incurred taxes of \$10,000 for each pay date, deposit the \$20,000 by the following Wednesday. If you made no additional payments on Saturday through Tuesday, no deposit is due on Friday.



Semiweekly schedule depositors must complete Form 943-A, Agricultural Employer's Record of CAUTION Federal Tax Liability, and submit it with Form 943.

### Semiweekly Deposit Schedule

IF the payday falls on a	THEN deposit taxes by the following
Wednesday, Thursday, and/or Friday	Wednesday
Saturday, Sunday, Monday, and/or Tuesday	Friday

Semiweekly schedule example. Green, Inc., is a semiweekly schedule depositor and pays wages once each month on the last Friday of the month. Green, Inc., will deposit only once a month, but the deposit will be made under the semiweekly deposit schedule as follows. Green, Inc.'s tax liability for the April 24, 2015 (Friday), wage payment must be deposited by April 29, 2015 (Wednesday).

Semiweekly deposit period spanning two quarters. If you have more than one pay date during a semiweekly period and the pay dates fall in different calendar quarters, you will need to make separate deposits for the separate liabilities. For example, if you have a pay date on Wednesday, September 30, 2015 (third quarter), and another pay date on Thursday, October 1, 2015 (fourth guarter), two separate deposits will be required even though the pay dates fall within the same semiweekly period. Both deposits will be due Wednesday, October 7, 2015 (3 business days from the end of the semiweekly deposit period).

### **Deposits on Business Days Only**

If a deposit is required to be made on a day that is not a business day, the deposit is considered timely if it is made by the close of the next business day. A business day is any day other than a Saturday, Sunday, or legal holiday. For example, if a deposit is required to be made on Friday and Friday is a legal holiday, the deposit is considered timely if it is made by the following Monday (if Monday is a business day).

**Semiweekly schedule depositors** will always have 3 business days to make a deposit. That is, if any of the 3 weekdays after the end of a semiweekly period is a legal holiday, you will have an additional day for each day that is a legal holiday to make the deposit. For example, if a semiweekly schedule depositor accumulated taxes on Friday and the following Monday is a legal holiday, the deposit normally due on Wednesday may be made on Thursday (this allows 3 business days to make the deposit).

**Legal holiday.** The term "legal holiday" means any legal holiday in the District of Columbia. Legal holidays for 2015 are listed below.

- January 1—New Year's Day
- January 19—Birthday of Martin Luther King, Jr.
- February 16—Washington's Birthday
- April 16—District of Columbia Emancipation Day
- May 25—Memorial Day
- July 3—Independence Day (observed)
- September 7—Labor Day
- October 12—Columbus Day
- November 11—Veterans' Day
- November 26—Thanksgiving Day
- December 25—Christmas Day

### \$100,000 Next-Day Deposit Rule

If you accumulate \$100,000 or more of Form 943 taxes (that is, taxes reported on Form 943, line 11) on any day during a deposit period, you must deposit the tax by the close of the next business day, whether you are a monthly or a semiweekly schedule depositor.

For purposes of the \$100,000 rule, do not continue accumulating a tax liability after the end of a deposit period. For example, if a semiweekly schedule depositor has accumulated a liability of \$95,000 on a Tuesday (of a Saturday-through-Tuesday deposit period) and accumulated a \$10,000 liability on Wednesday, the \$100,000 next-day deposit rule does not apply because the \$10,000 is accumulated in the next deposit period. Thus, \$95,000 must be deposited by Friday and \$10,000 must be deposited by the following Wednesday. However, once you accumulate at least \$100,000 in a deposit period, stop accumulating at the end of that day and begin to accumulate anew on the next day. For example, Fir Co. is a semiweekly schedule depositor. On Monday, Fir Co. accumulates taxes of \$110,000 and must deposit this amount on Tuesday, the next business day. On Tuesday, Fir Co. accumulates additional taxes of \$30,000. Because the \$30,000 is not added to the previous \$110,000 and is less than \$100,000, Fir Co. does not have to deposit the \$30,000 until Friday (following the semiweekly deposit schedule).

If you are a monthly schedule depositor and you accumulate a \$100,000 tax liability on any day, you become a semiweekly schedule depositor on the next day and remain so for at least the rest of the calendar year and for the following calendar year.

**Example of the \$100,000 next-day deposit rule.** Elm, Inc., started its business on May 1, 2015. Because Elm, Inc., is a new employer, the taxes for its lookback period are considered to be zero; therefore, Elm, Inc., is a monthly schedule depositor. On May 7, Elm, Inc., paid wages for the first time and accumulated taxes of \$50,000. On May 8 (Friday), Elm, Inc., paid wages and accumulated taxes of \$60,000, for a total of \$110,000. Because Elm, Inc., accumulated \$110,000 on May 8, it must deposit \$110,000 by May 11 (Monday), the next business day. Elm, Inc., became a semiweekly schedule depositor on May 9. It will be a semiweekly schedule depositor for the remainder of 2015 and for 2016.

### Accuracy of Deposits Rule

You are required to deposit 100% of your tax liability on or before the deposit due date. However, penalties will not be applied for depositing less than 100% if both of the following conditions are met.

- 1. Any deposit shortfall does not exceed the greater of \$100 or 2% of the amount of taxes otherwise required to be deposited.
- 2. The deposit shortfall is paid or deposited by the shortfall makeup date as described below.

#### Makeup Date for Deposit Shortfall:

- *Monthly Schedule Depositor*—Deposit the shortfall or pay it with your return by the due date of your Form 943. You may pay the shortfall with your Form 943 even if the amount is \$2,500 or more.
- Semiweekly Schedule Depositor—Deposit by the earlier of (a) the first Wednesday or Friday (whichever comes first) that falls on or after the 15th of the month following the month in which the shortfall occurred, or (b) the due date for Form 943. For example, if a semiweekly schedule depositor has a deposit shortfall during February 2015, the shortfall makeup date is March 18, 2015 (Wednesday).

### **How To Deposit**

You must deposit employment taxes by EFT. See <u>Pay-</u> <u>ment with return</u>, earlier in this section, for exceptions explaining when taxes may be paid with the tax return instead of being deposited.

**Electronic deposit requirement.** You must use EFT to make all federal tax deposits (such as deposits of employment tax, excise tax, and corporate income tax). Generally, an EFT is made using EFTPS. If you do not want to use EFTPS, you can arrange for your tax professional, financial institution, payroll service, or other trusted third party to make electronic deposits on your behalf.

EFTPS is a free service provided by the Department of Treasury. To get more information or to enroll in EFTPS, call 1-800-555-4477 (business), 1-800-316-6541 (individual), or 1-800-733-4829 (TDD). You can also visit the EFTPS website at <u>www.eftps.gov</u>. Additional information about EFTPS is also available in Publication 966.

New employers that have a federal tax obligation will be pre-enrolled in EFTPS. Call the toll-free number located in your EIN Package to activate your enrollment and begin making your tax deposit payments. See <u>When you</u> <u>receive your EIN</u> in section 1 for more information.

**Deposit record.** For your records, an EFT Trace Number will be provided with each successful payment. The number can be used as a receipt or to trace the payment.

**Depositing on time.** For deposits made by EFTPS to be on time, you must submit the deposit by 8 p.m. Eastern time the day before the date a deposit is due. If you use a third party to make a deposit on your behalf, they may have different cutoff times.

**Same-day wire payment option.** If you fail to submit a deposit transaction on EFTPS by 8 p.m. Eastern time the day before the date a deposit is due, you can still make your deposit on time by using the Federal Tax Collection Service (FTCS). To use the same-day wire payment method, you will need to make arrangements with your financial institution ahead of time. Please check with your financial institution regarding availability, deadlines, and costs. Your financial institution may charge you a fee for payments made this way. To learn more about the information you will need to provide your financial institution to make a same-day wire payment, visit the IRS website at <u>www.irs.gov/e-pay</u> and click on <u>Same-Day Wire Federal Tax Payments.</u>

### **Deposit Penalties**

Penalties may apply if you do not make required deposits on time or if you make deposits for less than the required amount. The penalties do not apply if any failure to make a proper and timely deposit was due to reasonable cause and not to willful neglect. IRS may also waive deposit penalties if you inadvertently fail to deposit in the first quarter that a deposit is due, or the first quarter during which your frequency of deposits changed, if you timely filed your employment tax return.

For amounts not properly deposited or not deposited on time, the penalty rates are shown next.

Penalty	Charged for
2%	Deposits made 1 to 5 days late.
5%	Deposits made 6 to 15 days late.
10%	Deposits made 16 or more days late. Also applies to amounts paid within 10 days of the date of the first notice the IRS sent asking for the tax due.
10%	Amounts (that should have been deposited) paid directly to the IRS or paid with your tax return. See <u>Payment with</u> <u>return</u> , earlier in this section, for exceptions.
15%	Amounts still unpaid more than 10 days after the date of the first notice that the IRS sent asking for the tax due or the day on which you received notice and demand for immediate payment, whichever is earlier.
l ato d	denosit penalty amounts are determined using

Late deposit penalty amounts are determined using calendar days, starting from the due date of the liability.

**Order in which deposits are applied.** Deposits generally are applied to the most recent tax liability within the year. If you receive a failure-to-deposit penalty notice, you may designate how your deposits are to be applied in order to minimize the amount of the penalty, if you do so within 90 days of the date of the notice. Follow the instructions on the penalty notice that you received. For examples on how the IRS will apply deposits and more information on designating deposits, see Revenue Procedure 2001-58. You can find Revenue Procedure 2001-58 on page 579 of Internal Revenue Bulletin 2001-50 at *www.irs.gov/pub/irs-irbs/irb01-50.pdf*.

**Example.** Cedar, Inc., is required to make a deposit of \$1,000 on May 15 and \$1,500 on June 15. It does not make the deposit on May 15. On June 15, Cedar, Inc., deposits \$2,000. Under the deposits rule, which applies deposits to the most recent tax liability, \$1,500 of the deposit is applied to the June 15 deposit and the remaining \$500 is applied to the May deposit. Accordingly, \$500 of the May 15 liability remains undeposited. The penalty on this underdeposit will apply as explained above.

**Trust fund recovery penalty.** If federal income, social security, or Medicare taxes that must be withheld are not withheld or are not deposited or paid to the United States Treasury, the trust fund recovery penalty may apply. The penalty is the full amount of the unpaid trust fund tax. This penalty may apply to you if these unpaid taxes cannot be immediately collected from the employer or business.

The trust fund recovery penalty may be imposed on all persons who are determined by the IRS to be responsible for collecting, accounting for, or paying over these taxes, and who acted willfully in not doing so.

A **responsible person** can be an officer or employee of a corporation, a partner or employee of a partnership, an accountant, a volunteer director/trustee, or an employee of a sole proprietorship. A responsible person also may include one who signs checks for the business or otherwise has authority to cause the spending of business funds.

**Willfully** means voluntarily, consciously, and intentionally. A responsible person acts willfully if the person knows that the required actions of collecting, accounting for, or paying over trust fund taxes are not taking place, or recklessly disregards obvious and known risks to the government's right to receive trust fund taxes. "Average" failure-to-deposit penalty. IRS may assess an "averaged" failure-to-deposit penalty of 2% to 10% if you are a monthly schedule depositor and did not properly complete Form 943, line 17, when your tax liability shown on Form 943, line 11, was \$2,500 or more. IRS may also assess this penalty of 2% to 10% if you are a semiweekly schedule depositor and your tax liability shown on Form 943, line 11, was \$2,500 or more and you did any of the following.

- Completed Form 943, line 17, instead of Form 943-A.
- Failed to attach a properly completed Form 943-A.
- Completed Form 943-A incorrectly, for example, by entering tax deposits instead of tax liabilities in the numbered spaces.

The IRS figures the penalty by allocating your tax liability on Form 943, line 11, equally throughout the tax period. Your deposits and payments may not be counted as timely because the IRS does not know the actual dates of your tax liabilities.

You can avoid the penalty by reviewing your return before filing it. Follow these steps before filing your Form 943.

- If you are a monthly schedule depositor, report your tax liabilities (not your deposits) in the monthly entry spaces on Form 943, line 17.
- If you are a semiweekly schedule depositor, report your tax liabilities (not your deposits) on Form 943-A in the lines that represent the dates you paid your employees.
- Verify that your total liability shown on Form 943, line 17, or Form 943-A, line M, equals your tax liability shown on Form 943, line 11.
- Do not show negative amounts on Form 943, line 17, or Form 943-A.
- For prior period errors **do not** adjust your tax liabilities reported on Form 943, line 17, or on Form 943-A.

### **Employers of Both Farm and Nonfarm** Workers

If you employ both farm and nonfarm workers, you must treat employment taxes for the farmworkers (Form 943 taxes) separately from employment taxes for the nonfarm workers (Form 941 and 944 taxes). Form 943 taxes and Form 941/944 taxes are not combined for purposes of applying any of the deposit schedule rules.

If a deposit is due, deposit the Form 941/944 taxes and the Form 943 taxes by making separate deposits. For example, if you are a monthly schedule depositor for both Forms 941/944 and 943 taxes and your tax liability at the end of April is \$1,500, reportable on Form 941/944 and \$1,200 reportable on Form 943, deposit both amounts by May 15. Use one transaction to deposit the \$1,500 of Form 941/944 taxes and another transaction to deposit the \$1,200 of Form 943 taxes.

# 8. Form 943

You must file Form 943 for each calendar year beginning with the first year that you pay \$2,500 or more for farmwork or you employ a farmworker who meets the \$150 test explained in <u>section 4</u>. Do not report these wages on Form 941 or Form 944.

**Household employees.** If you file Form 943 and pay wages to household workers, you may include the wages and taxes of these workers on Form 943. If you choose not to report these workers and taxes on Form 943, report the wages of these workers separately on Schedule H (Form 1040), Household Employment Taxes. You must have an EIN to file Schedule H (Form 1040). See <u>section</u> <u>1</u> for details. If you report the wages on Form 943, include the taxes when you figure deposit requirements or make deposits. If you include household employee wages and taxes on Schedule H (Form 1040), do not include the household employee taxes when you figure deposit requirements or make Form 943 deposits. See Publication 926 for more information about household workers.

If household employee wages and taxes are included on Form 943, you must also include FUTA tax for the employees on Form 940. See <u>section 10</u> for more information.

Penalties. For each month or part of a month that a return is not filed when required (disregarding any extensions of the filing deadline), there is a failure-to-file penalty of 5% of the unpaid tax due with that return. The maximum penalty is 25% of the tax due. Also, for each month or part of a month that the tax is paid late (disregarding any extensions of the payment deadline), there is a failure-to-pay penalty of 0.5% per month of the amount of tax. For individual filers only, the failure-to-pay penalty is reduced from 0.5% per month to 0.25% per month if an installment agreement is in effect. You must have filed your return on or before the due date of the return to qualify for the reduced penalty. The maximum amount of the failure-to-pay penalty is also 25% of the tax due. If both penalties apply in any month, the failure-to-file penalty is reduced by the amount of the failure-to-pay penalty. The penalties will not be charged if you have reasonable cause for failing to file or pay. If you receive a penalty notice, you can provide an explanation of why you believe reasonable cause exists.

**Note.** In addition to any penalties, interest accrues from the due date of the tax on any unpaid balance.

If federal income, social security, or Medicare taxes that must be withheld are not withheld or are not paid, you may be personally liable for the trust fund recovery penalty. See *Trust fund recovery penalty* in section 7.

Use of a third party payer, such as a payroll service provider or reporting agent, does not relieve an employer of the responsibility to ensure that tax returns are filed and all taxes are paid or deposited correctly and on time.

# 9. Reporting Adjustments on Form 943

There are two types of adjustments: current year adjustments and prior year adjustments to correct errors. See the Instructions for Form 943 and the Instructions for Form 943-X for more information on how to report these adjustments.

### **Current Year Adjustments**

In certain cases, amounts reported as social security and Medicare taxes on Form 943, lines 3, 5, and 7, must be adjusted to arrive at your correct tax liability. The most common situation involves differences in cents totals due to rounding. Other situations when current year adjustments may be necessary include third-party sick pay, group-term life insurance for former employees, and the uncollected employee share of social security and Medicare taxes on tips. Current year adjustments are reported on Form 943, line 10. See Publication 15 (Circular E) for more information on these adjustments.

If you withhold an incorrect amount of federal income tax or Additional Medicare Tax from an employee, you may adjust the amount withheld in later pay periods during the **same year** to compensate for the error.

### **Prior Year Adjustments**

If you discover an error on a previously filed Form 943, make the correction using Form 943-X. File a separate Form 943-X for each prior year you are correcting. File Form 943-X separately. **Do not** attach Form 943-X to your current period Form 943. You must explain your error on Form 943-X, indicate when the error was discovered, and provide the applicable certifications.

When you discover that you underreported tax on a previously filed return, you must file Form 943-X no later than the due date of the return for the period during which you discovered the error. Pay the amount you owe by the time you file. For example, you discover on June 12, 2015, that you underreported \$10,000 of social security and Medicare wages on your 2014 Form 943. You owe \$1,530 on the 2014 Form 943. To qualify for an interest-free adjustment, you must file Form 943-X by February 1, 2016, and pay \$1,530 by the time you file. For more information, see the Instructions for Form 943-X or visit IRS.gov and enter "correcting employment taxes" in the search box.

See Revenue Ruling 2009-39, 2009-52 I.R.B. 951, for examples of how the interest-free adjustment and claim for refund rules apply in 10 different situations. You can find Revenue Ruling 2009-39, at www.irs.gov/irb/2009-52 IRB/ar14.html.

**Form 843.** Do not use Form 843, Claim for Refund and Request for Abatement, to request a refund or abatement of overreported social security or Medicare taxes. Instead, request your refund or abatement of taxes on Form 943-X.

However, use Form 843 when requesting a refund or abatement of assessed interest or penalties.

Federal income tax and Additional Medicare Tax withholding adjustments. You cannot adjust amounts reported as income tax or Additional Medicare Tax withheld in a prior calendar year, even if you withheld the wrong amount, unless it is to correct an administrative error or section 3509 applies. An administrative error occurs if the amount you entered on Form 943 is not the amount that you actually withheld. Examples include mathematical or transposition errors. In these cases, you should adjust the return to show the amount actually withheld.

If a prior year error was nonadministrative error, you may correct only the **wages** subject to Additional Medicare Tax withholding.

**Social security and Medicare tax adjustments.** Correct prior year social security and Medicare tax errors by making an adjustment on Form 943-X.

If you withheld no tax or less than the correct amount, you may correct the mistake by withholding the tax from a later payment to the same employee.

If you withheld employee tax when no tax is due or if you withheld more than the correct amount, you must repay or reimburse the employee.

**Collecting underwithheld taxes from employees.** If you withheld no federal income, social security, or Medicare taxes or less than the correct amount from an employee's wages, you can make it up from future pay to that employee. But you are the one who owes the underpayment. Reimbursement is a matter for settlement between you and the employee. Underwithheld federal income tax and Additional Medicare Tax must be recovered from the employee on or before the last day of the calendar year.

**Refunding amounts incorrectly withheld from employees.** If you withheld more than the correct amount of income, social security, or Medicare taxes from wages paid, repay or reimburse the employee the excess. Any excess income tax or Additional Medicare Tax withholding must be repaid or reimbursed to the employee before the end of the calendar year in which it was withheld. Keep in your records the employee's written receipt showing the date and amount of the repayment or record of reimbursement. If you did not repay or reimburse the employee, you must report and pay each excess amount when you file Form 943 for the year in which you withheld too much tax.

Filing corrections to Forms W-2 and W-3. When adjustments are made to correct social security and Medicare taxes because of a change in the wage totals reported for a previous year, you also may need to file Forms W-2c and Form W-3c. Forms W-2c may be created and submitted to SSA over the Internet. For more information, visit SSA's Employer W-2 Filing Instructions & Information webpage at <u>www.socialsecurity.gov/employer</u>.

For additional information about the procedure for adjusting employment taxes, see the Instructions for Form 943-X or visit IRS.gov and enter "correcting employment taxes" in the search box. Also see Treasury Decision 9405, 2008-32 I.R.B. 293, available at <u>www.irs.gov/irb/</u> 2008-32\_IRB/ar13.html. **Note.** Continue to make current period adjustments for fractions of cents, sick pay, tips, and group-term life insurance on your Form 943.

# 10. Federal Unemployment (FUTA) Tax

The Federal Unemployment Tax Act (FUTA), with state unemployment systems, provides for payments of unemployment compensation to workers who have lost their jobs. Most employers pay both a federal and a state unemployment tax. For a list of state unemployment agencies, visit the U.S. Department of Labor's website at <u>www.workforcesecurity.doleta.gov/unemploy/</u>

<u>agencies.asp</u>. Only the employer pays FUTA tax; it is not withheld from the employees' wages. For more information, see the Instructions for Form 940.

For 2015, you must file Form 940, if you:

- Paid cash wages of \$20,000 or more to farmworkers in any calendar quarter in 2014 or 2015, or
- Employed 10 or more farmworkers during at least some part of a day (whether or not at the same time) during any 20 or more different weeks in 2014 or 20 or more different weeks in 2015.

To determine whether you meet either test above, you must count wages paid to aliens admitted on a temporary basis to the United States to perform farmwork, also known as "H-2A" visa workers. However, wages paid to "H-2A" visa workers are not subject to the FUTA tax.

Generally, farmworkers supplied by a **crew leader** are considered employees of the farm operator for purposes of the FUTA tax unless (a) the crew leader is registered under the Migrant and Seasonal Agricultural Worker Protection Act, or (b) substantially all of the workers supplied by the crew leader operate or maintain tractors, harvesting or crop-dusting machines, or other machines provided by the crew leader. Therefore, if (a) or (b) applies, the farmworkers are generally employees of the crew leader.

You must deposit FUTA tax by EFT. The deposit rules for FUTA tax are different from those for income, social security, and Medicare taxes. See <u>Deposit rules for FUTA</u> <u>tax</u>, later in this section.

**FUTA tax rate.** The FUTA tax rate is 6.0% for 2015. The tax applies to the first \$7,000 you pay to each employee as wages during the year. The \$7,000 is the federal wage base. Your state wage base may be different. Generally, you can take a credit against your FUTA tax for amounts you paid into state unemployment funds. The credit may be as much as 5.4% of wages subject to FUTA tax. If you are entitled to the maximum 5.4% credit, the FUTA tax rate after credit is 0.6%. You are entitled to the maximum credit if you paid your state unemployment taxes in full, on time, and on all the same wages as are subject to FUTA tax, and as long as the state is not determined to be a credit reduction state. See the Instructions for Form 940 to determine the credit.

In some states, the wages subject to state unemployment tax are the same as the wages subject to FUTA tax. However, certain states exclude some types of wages from state unemployment tax, even though they are subject to FUTA tax (for example, wages paid to corporate officers, certain payments of sick pay by unions, and certain fringe benefits). In such a case, you may be required to deposit more than 0.6% FUTA tax on those wages. See the Instructions for Form 940 for further guidance.

**Successor employer.** If you have acquired a business from someone else, you may be able to claim a special credit as a successor employer. See the Instructions for Form 940.

**Deposit rules for FUTA tax.** Generally, deposit FUTA tax quarterly. To figure your FUTA tax, multiply .006 times the amount of wages paid to each employee during the quarter. This amount may need to be adjusted, however, depending on your entitlement to the credit for state unemployment contributions. See the Instructions for Form 940. When an employee's wages reach \$7,000, do not figure any additional FUTA tax for that employee. If the FUTA tax for the quarter (plus any undeposited FUTA tax form prior quarters) is more than \$500, deposit the FUTA tax by EFT as explained in <u>section 7</u>, by the last day of the month following the end of the quarter. If the amount is \$500 or less, you do not have to deposit it, but you must add it to the amount of tax for the next quarter.

If your liability for the fourth quarter (plus any undeposited amount from any earlier quarter) is over \$500, deposit the entire amount by the due date of Form 940 (January 31). If it is \$500 or less, you can make a deposit, pay the tax with a major credit card, debit card, or pay the tax with a check or money order with your Form 940 by January 31. If you file Form 940 electronically, you can *e-file* and *e-pay* (EFW). For more information on paying your taxes with a credit or debit card or using EFW, visit the IRS website at <u>www.irs.gov/e-pay</u>.

**Filing Form 940.** By January 31, file Form 940. If you make deposits on time in full payment of the tax due for the year, you may file Form 940 by February 10.

You may download a copy of Form 940 and Instructions for Form 940 from IRS.gov. You may also request a copy by calling 1-800-TAX-FORM (1-800-829-3676) in time to receive it and file when due.

# 11. Reconciling Wage Reporting Forms

When there are discrepancies between amounts reported on Form 943 filed with the IRS and Forms W-2 and W-3 filed with the SSA, the IRS must contact you to resolve the discrepancies.

To help reduce discrepancies:

- 1. Report bonuses as wages and as social security and Medicare wages on Forms W-2 and 943;
- 2. Report social security and Medicare wages and taxes separately on Forms W-2, W-3, and 943;

- Report social security taxes on Form W-2 in the box for social security tax withheld (box 4), not as social security wages;
- Report Medicare taxes on Form W-2 in the box for Medicare tax withheld (box 6), not as Medicare wages;
- 5. Make sure that social security wages for each employee do not exceed the annual social security wage base; and
- 6. Do not report noncash wages that are not subject to social security or Medicare taxes as social security or Medicare wages.

To reduce the discrepancies between amounts reported on Forms W-2, W-3, and 943:

- 1. Be sure that the amounts on Form W-3 are the total amounts from Forms W-2, excluding any amounts from Forms W-2 that were marked void, and
- 2. Reconcile Form W-3 with your Form 943 by comparing amounts reported for the following items.
- Federal income tax withholding, social security wages, and Medicare wages.
- Social security and Medicare taxes.

Amounts reported on Forms W-2, W-3, and 943 may not match for valid reasons. If they do not match, you should determine that the reasons are valid. Keep your reconciliation so that you will have a record of why amounts did not match in case there are inquiries from the IRS or the SSA.

	In a sure Tour With he Islin a Os sigl	1
	Income Tax Withholding, Social Security, and Medicare (including Additional Medicare Tax when wages	
Type of employment	are paid in excess of \$200,000)	Federal Unemployment Tax
Farm Employment Includes:		
<ol> <li>Cultivating soil; raising or harvesting any agricultural or horticultural commodity; the care of livestock, poultry, bees, fur-bearing animals, or wildlife.</li> </ol>	Taxable if \$150 test or \$2,500 test is met. See <u>section 4</u> .	Taxable if either test in <u>section 10</u> is met.
<ol> <li>Work on a farm if major farm duties are in management or maintenance, etc., of farm tools or equipment or salvaging timber, or clearing brush or other debris, left by hurricane.</li> <li>Work in connection with the production and</li> </ol>		
harvesting of turpentine and other oleoresinous products. 4. Cotton ginning.		
<ol> <li>Operating or maintenance of ditches, reservoirs, canals, or waterways used only for supplying or storing water for farming purposes and not owned or operated for profit.</li> </ol>		
<ol> <li>Processing, packaging, etc., any commodity in its unmanufactured state if employed by farm operator who produced over half of commodity processed or by group of up to 20 unincorporated farm operators if they produced all the commodity.</li> </ol>		
<ol> <li>7. Hatching poultry on a farm.*</li> <li>8. Production or harvesting of maple syrup.</li> </ol>		
Farm Employment Does Not Include:		
1. Handling or processing commodities after delivery to terminal market for commercial canning or freezing.	Taxable under general employment rules. Farm rules do not apply.	Taxable under general FUTA rules. Farm rules do not apply.
2. Operating or maintenance of ditches, canals, reservoirs or waterways not meeting tests in (5) above.		
<ol> <li>Processing, packaging, delivering, etc., any commodity in its unmanufactured state if group of farm operators do not meet the tests in (6) above.</li> <li>Household employment.</li> </ol>		
Special Employment Situations:		
<ol> <li>Services not in the course of employer's trade or business on farm operated for profit (cash payments only).</li> </ol>	Taxable if \$150 test or \$2,500 test is met (see <u>section 4</u> ), unless performed by parent employed by child.	Taxable only if \$50 or more is paid in a quarter and employee works on 24 or more different days in current or prior quarter.
2. Workers admitted under section 101(a)(15)(H)(ii) (a) of the Immigration and Nationality Act on a temporary basis to perform agricultural labor ("H-2A" workers).	Exempt.	Exempt.
3. Family employment.	Exempt for employer's child under age 18, but counted for \$150 test or \$2,500 test. Taxable for spouse of employer.	Exempt if services performed by employer's parent or spouse or by employer's child under age 21.

### 12. How Do Employment Taxes Apply to Farmwork?

\*Hatching poultry off the farm is not considered farmwork for income tax withholding, social security, and Medicare. It is considered farmwork for federal unemployment tax.

# 13. Federal Income Tax Withholding Methods

There are several methods to figure federal income tax withholding for employees. The most common are the wage bracket method and the percentage method.

### Wage Bracket Method

Under the wage bracket method, find the proper table (on pages 25–44) for your payroll period and the employee's marital status as shown on his or her Form W-4. Then, based on the number of withholding allowances claimed on the Form W-4 and the amount of wages, find the amount of federal income tax to withhold. If your employee is claiming more than 10 withholding allowances, see below.

If you cannot use the wage bracket tables because wages exceed the amount shown in the last bracket of the table, use the percentage method of withholding described later in this section. Be sure to reduce wages by the amount of total withholding allowances (shown in the table below) before using the percentage method tables on pages 23 and 24.

Adjusting wage bracket withholding for employees claiming over 10 withholding allowances. To adapt the wage bracket tables for employees who are claiming over 10 allowances, follow these steps.

- Multiply the number of withholding allowances that is over 10 by the allowance value for the payroll period. The allowance values are in the Percentage Method—2015 Amount for One Withholding Allowance table shown later.
- 2. Subtract the result from the employee's wages.
- 3. On this amount, find and withhold the tax in the column for 10 allowances.

This is a voluntary method. If you use the wage bracket tables, you may continue to withhold the amount in the "10" column when your employee has more than 10 allowances, using the method above. You can also use the other methods described later.

### **Percentage Method**

If you do not want to use the wage bracket tables on pages 25–44 to figure how much federal income tax to withhold, you can use the percentage method based on the table on this page and the appropriate rate table. This method works for any number of withholding allowances the employee claims and any amount of wages.

Use these steps to figure the federal income tax to withhold under the percentage method.

1. Multiply one withholding allowance (see table later) by the number of allowances the employee claims.

- 2. Subtract that amount from the employee's wages.
- 3. Determine the amount to withhold from the appropriate table on pages 23 and 24.

# Percentage Method—2015 Amount for One Withholding Allowance

Payroll Period	One Withholding Allowance
Weekly	\$ 76.90
Biweekly	153.80
Semimonthly	166.70
Monthly	333.30
Quarterly	1,000.00
Semiannually	2,000.00
Annually	4,000.00
Daily or miscellaneous (each day of the payroll	
period)	15.40

**Example.** An unmarried employee is paid \$800 weekly. This employee has a Form W-4 in effect claiming two withholding allowances. Using the percentage method, figure the federal income tax withholding as follows.

1.	Total wage payment		\$800.00
2.	One allowance	\$76.90	
3.	Allowances claimed on Form W-4	2	
4.	Multiply line 2 by line 3		\$153.80
5.	Amount subject to withholding (subtract line 4 from line 1)		\$646.20
6.	Tax to be withheld on \$646.20 from Table 1—single person, page 23		<u>\$81.43</u>

To figure the federal income tax to withhold, you may reduce the last digit of the wages to zero, or figure the wages to the nearest dollar.

**Annual income tax withholding.** Figure the federal income tax to withhold on annual wages under the *Percentage Method* for an annual payroll period. Then prorate the tax back to the payroll period.

**Example.** A married person claims four withholding allowances. She is paid \$1,000 a week. Multiply the weekly wages by 52 weeks to figure the annual wage of \$52,000. Subtract \$16,000 (the value of four withholding allowances annually) for a balance of \$36,000. Using column (b) of Table 7—Annual Payroll Period on page 24, the annual federal income tax withholding is \$3,187.50. Divide the annual amount by 52. The weekly federal income tax to withhold is \$61.30.

### Alternative Methods of Federal Income Tax Withholding

Rather than the <u>Percentage Method</u> or <u>Wage Bracket</u> <u>Method</u> described above, you can use an alternative method to withhold federal income tax. Section 9 of Publication 15-A describes these alternative methods.

#### (For Wages Paid in 2015)

#### TABLE 1—WEEKLY Payroll Period

(a) SINGLE person (including head of household)—				(b) MARRI	ED person—		
	cting	The amount of income tax to withhold is: \$0	¢	If the amount of wages (after subtracting withholding allowances) is:		The amount of income to withhold is:	tax
Over—	But not over—		of excess over-	Over—	But not over—		of excess over—
\$44	—\$222	\$0.00 plus 10%	—\$44	\$165	—\$520	\$0.00 plus 10%	—\$165
\$222	—\$764	\$17.80 plus 15%	—\$222	\$520	—\$1,606	\$35.50 plus 15%	—\$520
\$764	—\$1,789	\$99.10 plus 25%	—\$764	\$1,606	—\$3,073	\$198.40 plus 25%	—\$1,606
\$1,789	—\$3,685	\$355.35 plus 28%	—\$1,789	\$3,073	—\$4,597	\$565.15 plus 28%	—\$3,073
\$3,685	—\$7,958	\$886.23 plus 33%	—\$3,685	\$4,597	—\$8,079	\$991.87 plus 33%	\$4,597
\$7,958	—\$7,990	\$2,296.32 plus 35%	—\$7,958	\$8,079	—\$9,105	\$2,140.93 plus 35%	—\$8,079
\$7,990 .		\$2,307.52 plus 39.6%	—\$7,990	\$9,105		\$2,500.03 plus 39.6%	—\$9,105

#### TABLE 2—BIWEEKLY Payroll Period

(a) SINGLE person (including head of household)—				(b) MARRIED person—			
If the amount of wages (after subtracting The amount of income withholding allowances) is: to withhold is:		The amount of income tax to withhold is:	ĸ	If the amount of wages (after subtracting The amount of income withholding allowances) is: to withhold is:			tax
Not over \$8	8	\$0		Not over \$3	331	\$0	
Over—	But not over—		of excess over-	Over—	But not over—		of excess over—
\$88	<u> </u> \$443  .  .	\$0.00 plus 10%	—\$88	\$331	—\$1,040	\$0.00 plus 10%	—\$331
\$443	—\$1,529	\$35.50 plus 15%	—\$443	\$1,040	—\$3,212	\$70.90 plus 15%	—\$1,040
\$1,529	-\$3,579	\$198.40 plus 25%	—\$1,529	\$3,212	—\$6,146	\$396.70 plus 25%	—\$3,212
\$3,579	—\$7,369	\$710.90 plus 28%	—\$3,579	\$6,146	—\$9,194	\$1,130.20 plus 28%	—\$6,146
\$7,369	—\$15,915	\$1,772.10 plus 33%	-\$7,369	\$9,194	—\$16,158	\$1,983.64 plus 33%	—\$9,194
\$15,915	—\$15,981	\$4,592.28 plus 35%	—\$15,915	\$16,158	—\$18,210	\$4,281.76 plus 35%	—\$16,158
\$15,981.		\$4,615.38 plus 39.6%	—\$15,981	\$18,210		\$4,999.96 plus 39.6%	—\$18,210

#### TABLE 3—SEMIMONTHLY Payroll Period

(a) SINGLE person (including head of household)—				(b) MARRI	ED person—			
•		The amount of income tay to withhold is: \$0	¢	If the amount of wages (after subtracting withholding allowances) is:		(after subtracting The amount of income		tax
Over—	But not over—		of excess over-	Over—	But not over—		of excess over—	
\$96	—\$480	\$0.00 plus 10%	—\$96	\$358	—\$1,127	\$0.00 plus 10%	—\$358	
\$480	—\$1,656	\$38.40 plus 15%	—\$480	\$1,127		\$76.90 plus 15%	—\$1,127	
\$1,656	—\$3,877	\$214.80 plus 25%	—\$1,656	\$3,479	—\$6,658	\$429.70 plus 25%	—\$3,479	
\$3,877	<b>—</b> \$7,983	\$770.05 plus 28%	-\$3,877	\$6,658	—\$9,960	\$1,224.45 plus 28%	-\$6,658	
\$7,983	—\$17,242	\$1,919.73 plus 33%	-\$7,983	\$9,960	—\$17,504	\$2,149.01 plus 33%	-\$9,960	
\$17,242	—\$17,313	\$4,975.20 plus 35%		\$17,504	—\$19,727	\$4,638.53 plus 35%	-\$17,504	
\$17,313 .		\$5,000.05 plus 39.6%	-\$17,313	\$19,727		\$5,416.58 plus 39.6%	-\$19,727	

#### TABLE 4—MONTHLY Payroll Period

(a) SINGLE person (including head of household)—				(b) MARRI	ED person—		
If the amount of wages (after subtracting The amount of income tax withholding allowances) is: to withhold is:			(	(after subtra	nt of wages acting allowances) is:	The amount of income to withhold is:	tax
Not over \$19	92	\$0		Not over \$7	'17	\$0	
Over—	But not over—		of excess over-	Over—	But not over—		of excess over-
\$192	—\$960	\$0.00 plus 10%	—\$192	\$717	—\$2,254	\$0.00 plus 10%	—\$717
\$960	—\$3,313	\$76.80 plus 15%	—\$960	\$2,254	<b>—</b> \$6,958	\$153.70 plus 15%	—\$2,254
\$3,313	—\$7,754	\$429.75 plus 25%	—\$3,313	\$6,958	—\$13,317	\$859.30 plus 25%	—\$6,958
\$7,754	—\$15,967	\$1,540.00 plus 28%	—\$7,754	\$13,317	—\$19,921	\$2,449.05 plus 28%	—\$13,317
\$15,967	-\$34,483	\$3,839.64 plus 33%	—\$15,967	\$19,921	—\$35,008	\$4,298.17 plus 33%	—\$19,921
\$34,483	—\$34,625	\$9,949.92 plus 35%	—\$34,483	\$35,008	—\$39,454	\$9,276.88 plus 35%	-\$35,008
\$34,625 .		\$9,999.62 plus 39.6%	—\$34,625	\$39,454		\$10,832.98 plus 39.6%	—\$39,454

#### (For Wages Paid in 2015)

#### TABLE 5—QUARTERLY Payroll Period

(a) SINGLE person (including head of household)—				(b) MARRI	ED person—		
(after subtra withholding	the amount of wages fter subtracting The amount of income tax to withhold is: withholding allowances) is: to withhold is: Not over \$2,150						
		+ -			<i>·</i>	<b>4</b> 0	
Over—	But not over—		of excess over—	Over—	But not over—		of excess over—
\$575	—\$2,881	\$0.00 plus 10%	—\$575	\$2,150	—\$6,763	\$0.00 plus 10%	—\$2,150
\$2,881	<b>—</b> \$9,938	\$230.60 plus 15%	—\$2,881	\$6,763	—\$20,875	\$461.30 plus 15%	\$6,763
\$9,938		\$1,289.15 plus 25%	—\$9,938	\$20,875	—\$39,950	\$2,578.10 plus 25%	
\$23,263	-\$47,900	\$4,620.40 plus 28%	-\$23,263	\$39,950	-\$59,763	\$7,346.85 plus 28%	\$39,950
\$47,900	-\$103,450	\$11,518.76 plus 33%	-\$47,900	\$59,763	-\$105,025	\$12,894.49 plus 33%	-\$59,763
\$103,450	-\$103,875	\$29,850.26 plus 35%	-\$103,450	\$105,025	-\$118,363	\$27,830.95 plus 35%	-\$105,025
\$103,875 .		\$29,999.01 plus 39.6%	—\$103,875	\$118,363		\$32,499.25 plus 39.6%	—\$118,363

#### TABLE 6—SEMIANNUAL Payroll Period

(a) SINGLE	person (includin	g head of household)—		(b) MARRI	ED person—		
•	cting allowances) is:	The amount of income tax to withhold is:	í.	(after subtr withholding	g allowances) is:	The amount of income to withhold is:	tax
Not over \$1,	150	\$0		Not over \$4	4,300	\$0	
Over—	But not over—		of excess over-	Over—	But not over—		of excess over—
\$1,150	—\$5,763	\$0.00 plus 10%	—\$1,150	\$4,300	—\$13,525	\$0.00 plus 10%	-\$4,300
\$5,763	—\$19,875	\$461.30 plus 15%		\$13,525	—\$41,750	\$922.50 plus 15%	—\$13,525
\$19,875		\$2,578.10 plus 25%		\$41,750	-\$79,900	\$5,156.25 plus 25%	
\$46,525	—\$95,800	\$9,240.60 plus 28%		\$79,900	—\$119,525	\$14,693.75 plus 28%	-\$79,900
\$95,800	—\$206,900	\$23,037.60 plus 33%		\$119,525	—\$210,050	\$25,788.75 plus 33%	
\$206,900	-\$207,750	\$59,700.60 plus 35%	-\$206,900	\$210,050	-\$236,725	\$55,662.00 plus 35%	-\$210,050
\$207.750.		\$59.998.10 plus 39.6%		\$236.725		\$64.998.25 plus 39.6%	

#### TABLE 7—ANNUAL Payroll Period

(a) SINGLE	person (includin	g head of household)—		(b) MARRI	ED person—					
If the amour (after subtra withholding		The amount of income tax to withhold is:	K	(after subtr	nt of wages acting Jallowances) is:	The amount of income to withhold is:	ax			
Not over \$2	,300	\$0		Not over \$8	3,600	. \$0				
Over—	But not over—		of excess over-	Over—	But not over—		of excess over—			
\$2,300	—\$11,525	\$0.00 plus 10%	—\$2,300	\$8,600	—\$27,050	\$0.00 plus 10%	—\$8,600			
\$11,525	—\$39,750	\$922.50 plus 15%	—\$11,525	\$27,050	—\$83,500	\$1,845.00 plus 15%				
\$39,750	—\$93,050	\$5,156.25 plus 25%	-\$39,750	\$83,500	—\$159,800	\$10,312.50 plus 25%				
\$93,050	—\$191,600	\$18,481.25 plus 28%	—\$93,050	\$159,800	—\$239,050	\$29,387.50 plus 28%				
\$191,600	—\$413,800	\$46,075.25 plus 33%	—\$191,600	\$239,050	—\$420,100	\$51,577.50 plus 33%	-\$239,050			
\$413,800	—\$415,500	\$119,401.25 plus 35%	\$413,800	\$420,100		\$111,324.00 plus 35%	-\$420,100			
\$415,500		\$119.996.25 plus 39.6%	-\$415.500	\$473,450		\$129,996,50 plus 39,6%	-\$473,450			

#### TABLE 8—DAILY or MISCELLANEOUS Payroll Period

If the amour (after subtra withholding divided by th	nt of wages	g head of household)— The amount of income tax to withhold per day is:	C.	If the amou (after subt withholding divided by	ED person— int of wages racting g allowances) the number of payroll period is:	The amount of income to withhold per day is:	tax
Not over \$8.	80	\$0		Not over \$3			
Over—	But not over—		of excess over-	Over—	But not over—		of excess over—
\$8.80	<b>—</b> \$44.30	\$0.00 plus 10%	—\$8.80	\$33.10	—\$104.00	\$0.00 plus 10%	—\$33.10
\$44.30	—\$152.90	\$3.55 plus 15%	—\$44.30	\$104.00	—\$321.20	\$7.09 plus 15%	—\$104.00
\$152.90	—\$357.90	\$19.84 plus 25%	—\$152.90	\$321.20	—\$614.60	\$39.67 plus 25%	
\$357.90	—\$736.90	\$71.09 plus 28%	—\$357.90	\$614.60	—\$919.40	\$113.02 plus 28%	-\$614.60
\$736.90	—\$1,591.50	\$177.21 plus 33%	—\$736.90	\$919.40	—\$1,615.80	\$198.36 plus 33%	—\$919.40
\$1,591.50	—\$1,598.10	\$459.23 plus 35%	—\$1,591.50	\$1,615.80	—\$1,821.00	\$428.17 plus 35%	—\$1,615.80
\$1,598.10.		\$461.54 plus 39.6%	—\$1,598.10	\$1,821.00		\$499.99 plus 39.6%	—\$1,821.00

### SINGLE Persons—WEEKLY Payroll Period

And the wa	ages are-					And the n	umber of wi	thholding all	owances cla	imed is—			
At least	But less	0		1	2	3	4	5	6	7	8	9	10
	than				II	The	amount of i	ncome tax to	be withheld	is—	I		
\$ 0 55	\$55 60		0	\$0 0	\$0 0	\$0 0	\$0 0	\$0 0		\$0 0	\$0 0	\$0 0	\$0 0
60 65	65 70		2 2 3	0 0	0	0	0	0	0	0 0	0	0 0	0
70	75		3	Ő	0	0	0	0		0	0	0	0
75 80	80 85		3	0	0	0	0	0		0	0	0	0 0
85 90	90 95		4	0	0	0	0	0	0	0	0	0	0
95	100		5 5	Ő	Ő	Ő	Ő	0		Ő	Ő	Ő	0
100 105	105 110		6 6	0 0	0	0 0	0 0	0		0 0	0	0	0 0
110 115	115 120		7 7	0	0	0 0	0 0	0 0		0 0	0	0	0 0
120	125		8	0	0	0	0	0		0	0	0	0
125 130	130 135		8 9	1	0	0	0	0	0	0	0	0	0
135 140	140 145	1	9 0	2 2	0 0	0 0	0 0	0 0	0	0 0	0 0	0 0	0 0
145 150	150 155	1	0	3 3	0	0 0	0 0	0		0 0	0	0 0	0 0
155 160	160 165	1		4 4	0	0	0	0	0	0	0	0	0 0
165 170	170 175	1	2	5 5	0	0	0	0	0	0	0	0	0
175	180	1	3	6	0	0	0	0	0	0	0	0	0
180 185	185 190	1	4	6 7	0	0 0	0 0	0 0		0 0	0	0	0 0
190 195	195 200		5 5	7 8	0	0	0 0	0 0		0 0	0	0	0 0
200	210		6	8 9	1	0	0	0		0	0	0	0
210 220	220 230		8	10	2	0	0	0	0	0	0	0	0
230 240	240 250	2 2	1	11 12	4 5	0 0	0 0	0 0		0 0	0 0	0 0	0 0
250 260	260 270	2	3	13 14	6 7	0	0 0	0 0	0	0 0	0	0	0 0
270 280	280 290	2 2	6	15 16	8 9	0	0	0	0	0	0	0	0
290	300	2	9	17	10	2	0	0	0	0	0	0	0
300 310	310 320	3	02	19 20	11 12	3 4	0 0	0 0	0	0 0	0 0	0 0	0 0
320 330	330 340	3	3 5	22 23	13 14	5 6	0 0	0 0	0	0 0	0 0	0 0	0 0
340 350	350 360		6 8	25 26	15 16	7 8	0	0	0	0	0	0	0
360 360 370	370 380		9	28 29	17	9 10	1	0	Ő	0	0	0	0
370 380 390	390 400	4	2	29 31 32	19 21	11 12	2 3 4	0	0	0	0	0	0
400	400	4	5	34	22	13	4	0		0	0	0	0
410 420	420 430	4 4	7	35 37	24 25	14 15	6 7	0 0		0 0	0	0	0 0
430 440	440 450		0	38 40	27 28	16 17	8 9	1		0	0	0	0
450	460	5	3	41	30	18	10	3		0	0	0	0
460 470	470 480	5 5	6	43 44	31 33	20 21	11 12	4	0	0	0	0	0
480 490	490 500	5 5	7 9	46 47	34 36	23 24	13 14	6 7	0 0	0 0	0 0	0 0	0 0
500 510	510 520	6	0	49 50	37 39	26 27	15 16	8 9	0	0 0	0	0	0 0
520 530	530 540	6	3	52 53	40 42	29 30	17 19	10 11		0	0	0	0
540	550	6	6	55	43	32	20	12	4	0	0	0	0
550 560	560 570	6	8 9	56 58	45 46	33 35	22 23	13 14		0 0	0	0	0 0
570 580	580 590	7 7	1	59 61	48 49	36 38	25 26	15 16	7	0	0	0	0
590	600	7	4	62	51	39	28	17	9	1	0	0	0

### SINGLE Persons—WEEKLY Payroll Period

(For Wages Paid through December 31, 2015)

	iges are-					number of wi		1			1	
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
0000	6040	A	<b>*</b> ~.	<b>*</b> =~				be withheld		**	**	
\$600 610	\$610 620	\$75 77	\$64 65	\$52 54	\$41 42	\$29 31	\$18 19	\$10 11	\$2 3	\$0 0	\$0 0	
620	630	78	67	55	44	32	21	12	4	0	0	
630 640	640 650	80 81	68 70	57 58	45 47	34 35	22 24	13	5 6	0	0	
650	660	83	71	60	48	37	25	15	7	0	0	
660	670	84	73	61	50	38	27	16	8	1	0	
670 680	680 690	86 87	74 76	63 64	51 53	40 41	28 30	17 18	9 10	2	0	
690	700	89	77	66	54	43	31	20	11	4	Ő	
700	710	90	79	67	56	44	33	21	12	5	0	
710 720	720 730	92 93	80 82	69 70	57 59	46 47	34 36	23 24	13 14	6 7	0	
730	740	95	83	72	60	49	37	26	15	8	0	
740	750	96	85	73	62	50	39	27	16	9	1	
750 760	760 770	98 99	86 88	75 76	63 65	52 53	40 42	29 30	17 18	10 11	2 3	
770	780	102	89	78	66	55	43	32	20	12	4	
780 790	790 800	104 107	91 92	79 81	68 69	56 58	45 46	33 35	21 23	13 14	5	
800	810	109	94	82	71	59	48	36	24	15	7	
810	820	112	95 97	84	72 74	61	49	38	26 27	16	8	
820 830	830 840	114 117	97	85 87	74 75	62 64	51 52	39 41	27 29	17 18	9 10	
840	850	119	100	88	77	65	54	42	30	19	11	
850	860 870	122	103	90 91	78	67	55 57	44	32 33	20	12	
860 870	870	124 127	105 108	91	80 81	68 70	57 58	45 47	33	22 23	13 14	
880	890	129	110	94	83	71	60	48	36	25	15	
890	900 910	132	113	96 97	84 86	73 74	61 63	50 51	38 39	26 28	16	
900 910	920	134 137	115 118	97 99	87	76	64	53	41	28 29	17 18	
920 930	930 940	139 142	120 123	101 103	89 90	77 79	66 67	54 56	42 44	31 32	19 21	
940	940 950	142	125	103	90 92	80	69	57	44	32	22	
950	960	147	128	108	93 95	82	70	59	47	35	24	
960 970	970 980	149 152	130 133	111 113	95 96	83 85	72 73	60 62	48 50	37 38	25 27	
980	990	154	135	116	98	86	75	63	51	40	28	
990	1,000	157	138	118	99	88	76	65	53	41	30	
1,000 1,010	1,010 1,020	159 162	140 143	121 123	102 104	89 91	78 79	66 68	54 56	43 44	31 33	
1,020	1,030	164	145	126	107	92	81	69	57	46	34	
1,030 1,040	1,040 1,050	167 169	148 150	128 131	109 112	94 95	82 84	71	59 60	47 49	36 37	
1,050	1,060	172	153	133	114	97	85		62	50	39	
1,060	1,070	174	155	136	117	98	87	75	63	52	40	
1,070 1,080	1,080 1,090	177 179	158 160	138 141	119 122	100 102	88 90	77	65 66	53 55	42 43	
1,090	1,100	182	163	143	124	105	91	80	68	56	45	
1,100	1,110 1,120	184 187	165 168	146 148	127 129	107 110	93 94	81	69 71	58	46 48	
1,110 1,120	1,120	187	170	148	129	110	96	83 84	71	59 61	48 49	
1,130 1,140	1,140 1,150	192 194	173 175	153 156	134 137	115 117	97 99	86 87	74 75	62 64	51 52	
1,140	1,150	194	175	156	137	117	99 101	89	75	65	52 54	
1.160	1,170	199	180	161	142	122	103	90	78	67	55	
1,170 1,180	1,180 1,190	202 204	183 185	163 166	144 147	125 127	106 108	92 93	80 81	68 70	57 58	
1,190	1,200	204	188	168	147	130	111	95	83	70	60	
1,200	1,210	209	190	171	152	132	113		84	73	61	
1,210 1,220	1,220 1,230	212 214	193 195	173 176	154 157	135 137	116 118		86 87	74 76	63 64	
1,230	1,240	217	198	178	159	140	121	101	89	77	66	
1,240	1,250	219	200	181	162	142	123	104	90	79	67	

\$1,250 and over

Use Table 1(a) for a **SINGLE person** on page 23. Also see the instructions on page 22.

MARRIED Persons—WEEKLY Payroll Period

And the wa	ages are-				And the	number of wi	thholding all	owances clai	med is—			
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
		¢o				e amount of i				¢o	¢o	
\$ 0 170	\$170 175	\$0 1		60 \$0 0 0		\$0 0	\$0 0		\$0 0	\$0 0	\$0 0	\$0 0
175 180	180 185	1		0 0		0	0		0	0	0	0 0
185	190 195	2 2 3			0	0	0	0	0	0	0	0
190 195	200	3		0 0		0 0	0 0		0 0	0 0	0 0	0 0
200 210	210 220	4 5		0 0		0	0		0	0	0	0 0
220 230	230 240	6 7			0	0	0	0	0	0	0	0 0
230	240	8		0 0		0	0		0	0	0	0
250 260	260 270	9 10		1 (2)		0	0	0	0	0	0	0 0
270 280	280 290	11 12		3 0	0	0	0	0	0	0	0	0
290	300	13		5 0		ŏ	0		Ő	ŏ	Ő	Ő
300 310	310 320	14 15		6 0 7 0		0 0	0 0		0	0	0	0 0
320 330	330 340	16 17		8 1 9 2		0 0	0		0	0	0	0 0
340	350	18	1	0 3	0	0	0	0	0	0	0	0
350 360	360 370	19 20	1	1 4	6 0	0 0	0 0	0	0	0 0	0	0 0
370 380	380 390	21 22	1	3 6		0 0	0 0		0 0	0 0	0	0 0
390	400	23		5 8		0	0		0	0	0	0
400 410	410 420	24 25	1	6 9 7 10	2	0	0	0	0	0	0	0
420 430	430 440	26 27	1	8 11 9 12	2 4	0 0	0 0	0	0 0	0 0	0 0	0 0
440 450	450 460	28 29		20 13 21 14		0	0		0	0	0 0	0 0
460 470	470 480	30 31	2	22 15 23 16	5 7	0	0	0	0	0	0	0 0
470 480 490	490 500	32	2	24 17 25 18	9	1	0	0	0	0	0	0
500	510	34	2	26 19	11	3	0		0	0	0	0
510 520	520 530	35 36	2	27 20 28 21	12	4 5	0		0	0	0	0 0
530 540	540 550	38 39	2	29 22	14	6 7	0	0	0	0	0	0
550	560	41	3	31 24	16	8	1	0	0	0	0	0
560 570	570 580	42 44	3	82 25 83 26	5 18	9 10	2 3	0	0 0	0 0	0	0 0
580 590	590 600	45 47		84 27 85 28		11 12	4 5	000	0	0 0	0	0 0
600	610	48		29		13	6		0	0	0	0
610 620	620 630	50 51	4	38 30 40 31	23	14 15	7	0	Ő	0	0	0
630 640	640 650	53 54		k1 32 k3 33		16 17	9 10		0 0	0 0	0 0	0 0
650 660	660 670	56 57		14 34 16 35		18 19	11 12	3	0	0	0	0 0
670 680	680 690	59 60	4	17 36 19 37	28	20 21	13 14	5	0	0	0	0
690	700	62		50 39		22	14		0	0	0	0
700 710	710 720	63 65	5	52 40 53 42		23 24	16 17	89	0	0	0	0 0
720 730	730 740	66 68	5	5 43 56 45	33	25 26	18 19	10	2	0	0	0
740	750	69	5	58 46	35	27	20	12	4	0	0	0
750 760	760 770	71 72	6	59 48 51 49	38	28 29	21 22	13 14	5 6	0 0	0	0 0
770 780	780 790	74 75 77	L F	52 51 54 52	39 2 41	30 31	23 24	15	7 8	0	0	0 0
790	800	77	6	5 54	42	32	25	17	9	1	ő	Ő

MARRIED Persons—WEEKLY Payroll Period

(For Wages Paid through December 31, 2015)

And the wa	ages are-				And the	number of w	ithholding all	owances clain	ned is—			
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
\$800 810 820 830 840	\$810 820 830 840 850	\$78 80 81 83 84	\$67 68 70 71 73	\$55 57 58 60 61	Th \$44 45 47 48 50	e amount of \$33 34 35 37 38	ncome tax to \$26 27 28 29 30	19 20	s— \$10 11 12 13 14	\$2 3 4 5 6	\$0 0 0 0 0	\$0 0 0 0 0
850 860 870 880 890	860 870 880 890 900	86 87 89 90 92	74 76 77 79 80	63 64 66 67 69	51 53 54 56 57	40 41 43 44 46	31 32 33 34 35	23 24 25 26 27	15 16 17 18 19	7 8 9 10 11	0 1 2 3 4	0 0 0 0
900 910 920 930 940 950	910 920 930 940 950 960	93 95 96 98 99 101	82 83 85 86 88 89	70 72 73 75 76 78	59 60 62 63 65 65	47 49 50 52 53 55	36 37 39 40 42 43	29 30 31 32	20 21 22 23 24 25	12 13 14 15 16 17	5 6 7 8 9 10	0 0 0 1
950 960 970 980 990 1,000	970 980 990 1,000 1.010	101 102 104 105 107 108	89 91 92 94 95 97	78 79 81 82 84 85	68 69 71 72 74	53 56 58 59 61 62	43 45 46 48 49 51	34 35 36	23 26 27 28 29 30	17 18 19 20 21 22	10 11 12 13 14 15	2 3 4 5 6 7
1,010 1,020 1,030 1,040 1,050	1,020 1,030 1,040 1,050 1.060	110 111 113 114 116	98 100 101 103 104	87 88 90 91 93	75 77 78 80 81	64 65 67 68 70	52 54 55 57 58	40 42 43 45 46	31 32 33 34 35	23 24 25 26 27	16 17 18 19 20	8 9 10 11 12
1,060 1,070 1,080 1,090 1,100	1,070 1,080 1,090 1,100 1,110	117 119 120 122 123	106 107 109 110 112	94 96 97 99 100	83 84 86 87 89	71 73 74 76 77	60 61 63 64 66	49 51 52 54	36 38 39 41 42	28 29 30 31 32	21 22 23 24 25	13 14 15 16 17
1,110 1,120 1,130 1,140 1,150 1,160	1,120 1,130 1,140 1,150 1,160 1,170	125 126 128 129 131 132	113 115 116 118 119 121	102 103 105 106 108 109	90 92 93 95 96 98	79 80 82 83 85 85	67 69 70 72 73 75	58 60 61	44 45 47 48 50 51	33 34 35 37 38 40	26 27 28 29 30 31	18 19 20 21 22 23
1,100 1,170 1,180 1,190 1,200 1,210	1,170 1,180 1,190 1,200 1,210 1,220	132 134 135 137 138 140	121 122 124 125 127 128	103 111 112 114 115 117	90 99 101 102 104 105	88 89 91 92 94	73 76 78 79 81 82	64 66 67 69	53 53 54 56 57 59	40 41 43 44 46 47	31 32 33 34 35 36	23 24 25 26 27 28
1,220 1,230 1,240 1,250 1,260	1,230 1,240 1,250 1,260 1,270	141 143 144 146 147	130 131 133 134 136	118 120 121 123 124	107 108 110 111 113	95 97 98 100 101	84 85 87 88 90	72 73 75	60 62 63 65 66	49 50 52 53 55	37 39 40 42 43	29 30 31 32 33
1,270 1,280 1,290 1,300 1,310	1,280 1,290 1,300	149 150 152 153 155	137 139 140 142 143	126 127 129 130 132	114 116 117 119 120	103 104 106 107 109	91 93 94 96 97	79 81 82 84	68 69 71 72 74	56 58 59 61 62	45 46 48 49 51	34 35 36 38 39
1,320 1,330 1,340 1,350 1,350	1,310 1,320 1,330 1,340 1,350 1,360 1,370	156 158 159 161 162	145 146 148 149 151	133 135 136 138 139	122 123 125 126 128	110 112 113 115 116	99 100 102 103 105	87 88 90 91	75 77 78 80 81	64 65 67 68 70	52 54 55 57 58	41 42 44 45 47
1,370 1,380 1,390 1,400 1,410	1,380 1,390 1,400 1,410 1,420	164 165 167 168 170	152 154 155 157 157	141 142 144 145 147	129 131 132 134 135	118 119 121 122 124	106 108 109 111 112	94 96 97 99	83 84 86 87 89	71 73 74 76 77	60 61 63 64 66	48 50 51 53 54
1,420 1,430 1,440 1,450	1,430 1,440 1,450 1,460	171 173 174 176	160 161 163 164	148 150 151 153	137 138 140 141	125 127 128 130	114 115 117 118	102 103 105 106	90 92 93 95	79 80 82 83	67 69 70 72	56 57 59 60
1,460 1,470 1,480	1,470 1,480 1,490	177 179 180	166 167 169	154 156 157	143 144 146	131 133 134	120 121 123	109	96 98 99	85 86 88	73 75 76	62 63 65

\$1,490 and over

Use Table 1(b) for a **MARRIED person** on page 23. Also see the instructions on page 22.

### SINGLE Persons—BIWEEKLY Payroll Period

And the wa	ages are-				And the r	number of wi	thholding al	lowances cla	imed is—			
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
\$ 0		<u>۴</u> ۵		¢0				be withheld	l is— \$0	\$0	\$0	
105	\$105 110	\$0 2		0 0	\$0 0	\$0 0	\$0 0	0	0	0	0	\$0 0
110 115	115 120	2 2 3		0 0	0	0	0	0	0	0	0	0
120 125	125 130	3 4			0	0	0		0	0	0	0
130 135	135 140	4 5	(	0 0	0	0	0	0	0	0	0	0
140 145	145 150	5 6	(	0 0	0	0	0	0	0	0	0	0
150	155	6	0	0	0	0	0	0	0	0	0	0
155 160	160 165	7 7	(	0 0	0 0	0 0	0 0	0	0	0 0	0 0	0 0
165 170	170 175	8 8	0		0 0	0 0	0 0		0	0 0	0 0	0 0
175 180	180 185	9 9			0 0	0 0	0 0		0	0	0	0 0
185 190	190 195	10 10	(	0 0	0	0	0	0	0	0	0	0
195	200	11	0	0 0	0	0	0	0	0	0	0	0
200 205	205 210	11 12	(	0 0	0	0	0	0	0	0	0	0
210 215	215 220	12 13	0	0 0	0	0	0	0	0	0	0	0
220 225	225 230	13 14			0 0	0	0	-	0	0 0	0 0	0 0
230 235	235 240	14 15	(	0 0	0 0	0 0	0 0		0	0	0	0 0
240 245	245 250	15 16	(		0	0	0 0		0	0	0	0 0
250 260	260 270	17 18	1		0	0	0		0	0	0	0 0
200 270 280	280 290	19 20	3		0	0	0	0	0	0	0	0
280	300	21	5	5 0	0	0	0	0	0	0	0	0
300 310	310 320	22 23	1 7	/ 0	0 0	0 0	0 0	0	0	0 0	0 0	0 0
320 330	330 340	24 25	9	0 0	0 0	0 0	0 0	0	0	0 0	0 0	0 0
340 350	350 360	26 27	1	1	0 0	0	0		0	0	0 0	0
360 370	370 380	28 29	12	2 0	0	0 0	0	0	0	0	0 0	0
380 390	390 400	30 31	14	I 0	0	0	0	0	0	0	0	0
400	410	32	16	6 1	0	0	0	0	0	0	0	0
410 420	420 430	33 34 35	17	3 3	0	0	0	0		0	0	0
430 440	440 450	35 36	19 20	9 4 0 5	0 0	0 0	0 0		0 0	0 0	0 0	0 0
450 460	460 470	37 39	22	2 7	0 0	0 0	0 0		0	0	0	0 0
470 480	480 490	40 42	23	8 8	0	0	0 0		0	0	0	0 0
490 500	500 520	43 45	25	5 10	0 0	0 0	0		0	0	0 0	0
500 520 540	540 560	48 51	29	) 13	0	0	0	0	0	0	0	0 0
540 560 580	580 580 600	54 57	33	3 17	0 2 4	0	0	0	0	0	0	0 0 0
600	620	60	37	21	6	0	0	0	0	0	0	0
620 640	640 660	63 66	43	23	8 10	0 0	0 0	0	0 0	0 0	0 0	0 0
660 680	680 700	69 72	46	6 27	12 14	0 0	0 0		0 0	0 0	0 0	0 0
700 720	720 740	75 78		2 31	16 18	1 3	0		0	0	0	0 0
720 740 760	760 780	81 84	58	3 35	20 22	5 7	0	0	0	0	0	0
780	800	87	64	41	24	9	0			0	Ő	Ő

SINGLE Persons—BIWEEKLY Payroll Period

(For Wages Paid through December 31, 2015)

	ages are-				1	1		owances cla	1	i	I	
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
\$800 820 840 860 880	\$820 840 860 880 900	\$90 93 96 99 102	\$67 70 73 76 79	\$44 47 50 53 56	The \$26 28 30 32 34	amount of ir \$11 13 15 17 19	ncome tax to \$0 0 1 3	b be withheld \$0 0 0 0 0 0	is— \$0 0 0 0 0	\$0 0 0 0 0	\$0 0 0 0 0	
900 920 940 960 980	920 940 960 980 1,000	105 108 111 114 117	82 85 88 91 94	59 62 65 68 71	36 39 42 45 48	21 23 25 27 29	5 7 9 11 13	0 0 0 0	0 0 0 0	0 0 0 0 0	0 0 0 0 0	
1,000 1,020 1,040 1,060 1,080	1,020 1,040 1,060 1,080 1,100	120 123 126 129 132	97 100 103 106 109	74 77 80 83 86	51 54 57 60 63	31 33 35 37 40	15 17 19 21 23	0 2 4 6 8	0 0 0 0 0	0 0 0 0	0 0 0 0	
1,100 1,120 1,140 1,160 1,180 1,200	1,120 1,140 1,160 1,180 1,200 1,220	135 138 141 144 147 150	112 115 118 121 124 127	89 92 95 98 101 104	66 69 72 75 78 81	43 46 49 52 55 55	25 27 29 31 33 35	10 12 14 16 18 20	0 0 0 2 4	0 0 0 0 0	0 0 0 0 0	
1,200 1,220 1,240 1,260 1,280 1,300	1,220 1,240 1,260 1,280 1,300 1,320	150 153 156 159 162 165	127 130 133 136 139 142	104 107 110 113 116 119	81 84 87 90 93 93	58 61 64 67 70 73	35 38 41 44 47 50	20 22 24 26 28 30	4 6 8 10 12 14			
1,320 1,340 1,360 1,380 1,400	1,340 1,360 1,380 1,400 1,420	168 171 174 177 180	145 148 151 154 157	122 125 128 131 134	99 102 105 108 111	76 79 82 85 88	53 56 59 62 65	32 34 36 39 42	16 18 20 22 24	1 3 5 7 9		
1,420 1,440 1,460 1,480 1,500	1,440 1,460 1,480 1,500 1,520	183 186 189 192 195	160 163 166 169 172	137 140 143 146 149	114 117 120 123 126	91 94 97 100 103	68 71 74 77 80	45 48 51 54 57	26 28 30 32 34	11 13 15 17 19	0 0 0 2 4	
1,520 1,540 1,560 1,580 1,600	1,540 1,560 1,580 1,600 1,620	199 204 209 214 219	175 178 181 184 187	152 155 158 161 164	129 132 135 138 141	106 109 112 115 118	83 86 89 92 95	60 63 66 69 72	37 40 43 46 49	21 23 25 27 29	6 8 10 12 14	
1,620 1,640 1,660 1,680	1,640 1,660 1,680 1,700	219 224 229 234 239 244	190 193 196 200	167 170 173 176	144 147 150 153	121 124 127 130	98 101 104 107	72 75 78 81 84 84	52 55 58 61	29 31 33 35 38 41	14 16 18 20 22 24	
1,700 1,720 1,740 1,760 1,780	1,720 1,740 1,760 1,780 1,800	249 254 259 264	205 210 215 220 225	179 182 185 188 191	156 159 162 165 168	133 136 139 142 145	110 113 116 119 122	90 93 96 99	64 67 70 73 76	44 47 50 53	26 28 30 32	
1,800 1,820 1,840 1,860 1,880	1,820 1,840 1,860 1,880 1,900	269 274 279 284 289	230 235 240 245 250	194 197 202 207 212	171 174 177 180 183	148 151 154 157 160	125 128 131 134 137	102 105 108 111 114	79 82 85 88 91	56 59 62 65 68	34 36 39 42 45	
1,900 1,920 1,940 1,960 1,980	1,920 1,940 1,960 1,980 2,000	294 299 304 309 314	255 260 265 270 275	217 222 227 232 237	186 189 192 195 198	163 166 169 172 175	140 143 146 149 152	117 120 123 126 129	94 97 100 103 106	71 74 77 80 83	48 51 54 57 60	
2,000 2,020 2,040 2,060 2,080	2,020 2,040 2,060 2,080 2,100	319 324 329 334 339	280 285 290 295 300	242 247 252 257 262	203 208 213 218 223	178 181 184 187 190	155 158 161 164 167	132 135 138 141 144	109 112 115 118 121	86 89 92 95 98	63 66 69 72 75	

\$2,100 and over

Use Table 2(a) for a **SINGLE person** on page 23. Also see the instructions on page 22.

MARRIED Persons—BIWEEKLY Payroll Period

And the wa	ages are-				And the n	umber of wit	hholding allo	owances clair	ned is—			
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
\$ 0	\$340	\$0	\$0	\$0	The \$0	amount of in \$0	come tax to \$0	be withheld i \$0	s— \$0	\$0	\$0	\$0
340 340	350	1	Ф 0	ъ0 0	ф0 0	ф0 0	ф0 0	э0 О	ъ0 0	Ф0 0	ф0 0	ф0 0
350 360	360 370	2 3 4	0	0	0	0	0	0 0	0	0	0	0 0
370 380	380 390	4 5	0	0	0	0 0	0	0	0	0	0	0 0
390	400	6	0	0	0	0	0	0	0	0	0	0
400 410	410 420	7 8	0	0	0	0	0 0	0 0	0 0	0	0 0	0 0
420 430	430 440	9 10	0	0	0	0	0 0	0 0	0 0	0	0	0 0
440 450	450 460	11 12	0	0	0	0	0 0	0	0	0	0	0 0
430 460 470	400 470 480	13	0	0	0	0	0	0	0	0	0	0
470 480 490	480 490 500	14 15 16	0	0	0	0	0	0	0	0	0	0
490 500	520	18	3	0	0	0	0	0	0	0	0	0
520 540	540 560	20 22	5 7	0	0	0	0 0	0 0	0 0	0	0	0 0
560 580	580 600	24 26	9 11	0	0	0	0 0	0 0	0 0	0	0	0 0
600 620	620 640	28 30	13 15	0	0	0	0	0	0	0	0	0 0
640 660	660 680	30 32 34	17 19	1	0	0	0	0	0	0	0	0
680	700	36	21	5	0	0	0	0	0	0	0	0
700 720	720 740	38 40	23 25	7 9	0	0	0 0	0 0	0 0	0	0	0 0
740 760	760 780	42 44	27 29	11 13	0	0	0 0	0 0	0	0	0	0 0
780 800	800 820	46 48	31 33	15 17	0 2	0	0 0	0	0	0	0	0 0
820 840	840 860	50 52	35 37	19 21	4	0	0	0	0	0	0	0
860 880	880 900	54 56	39 41	23 25	8 10	0	0	0	0	0	0	0
900	920	58	43	27	12	0	0	0	0	0	0	0
920 940	940 960	60 62	45 47	29 31	14 16	0	0 0	0 0	0 0	0	0 0	0 0
960 980	980 1,000	64 66	49 51	33 35	18 20	2 4	0 0	0 0	0 0	0 0	0 0	0 0
1,000 1,020	1,020 1,040	68 70	53 55	37 39	22 24	6 8	0	0	0	0	0	0 0
1,040 1,060	1,060 1,080	72 75	57 59	41 43	26 28	10 12	0	0	0	0	0	0
1,080	1,100	78	61	45	30	14	0	0	0	0	0	0
1,100 1,120	1,120 1,140	81 84	63 65	47 49	32 34	16 18	1	0	0	0	0	0
1,140 1,160	1,160 1,180	87 90	67 69	51 53	36 38	20 22	5 7	0	0	0	0	0 0
1,180 1,200	1,200 1,220	93 96	71 73	55 57	40 42	24 26	9 11	0 0	0 0	0	0 0	0 0
1,220 1,240	1,220 1,240 1,260 1,280	99 102	76 79	59 61	44 46	28	13 15	0	0	0	0	0
1,260 1,280	1,280 1,300	105 108	82 85	63 65	48 50	30 32 34	17 19	2	0	0	0	0
1.300	1.320	111	88	67	52	36	21	6	0	0	0	0
1,320 1,340	1,340 1,360	114 117	91 94	69 71	54 56	38 40	23 25	8 10	0	0	0	0 0
1,360 1,380	1,380 1,400	120 123	97 100	74 77	58 60	42 44	27 29	12 14	0 0	0 0	0 0	0 0
1,400 1,420	1,420 1,440 1,460 1,480 1,500	126 129	103 106	80 83	62 64	46 48	31 33	16 18	0 2	0	0	0 0
1.440	1,460 1.480	132 135 138	109 112	86 89 92	66	50	35 37	20 22 24	- 4 6	0	0	0 0 0 0
1,460 1,480	1,500	138	115	92	68 70	52 54	39	24	8	ő	ŏ	õ

MARRIED Persons—BIWEEKLY Payroll Period

(For Wages Paid through December 31, 2015)

And the wa	ages are-				And the	number of w	ithholding all	owances clair	ned is—			
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
\$1,500 1,520 1,540 1,560 1,580	\$1,520 1,540 1,560 1,580 1,600	\$141 144 147 150 153	\$118 121 124 127 130	\$95 98 101 104 107	Th \$72 75 78 81 84	e amount of \$56 58 60 62 64	income tax to \$41 43 45 47 49	be withheld i \$26 28 30 32 34	s— \$10 12 14 16 18	\$0 0 1 3	\$0 0 0 0 0	\$0 0 0 0 0
1,600 1,620 1,640 1,660 1,680	1,620 1,640 1,660 1,680 1,700	156 159 162 165 168	133 136 139 142 145	110 113 116 119 122	87 90 93 96 99	66 68 70 73 76	51 53 55 57 59	36 38 40 42 44	20 22 24 26 28	5 7 9 11 13	0 0 0 0	0 0 0 0
1,700 1,720 1,740 1,760 1,780 1,800	1,720 1,740 1,760 1,780 1,800 1,820	171 174 177 180 183 186	148 151 154 157 160 163	125 128 131 134 137 140	102 105 108 111 114 117	79 82 85 88 91 94	61 63 65 67 69 71	46 48 50 52 54 54	30 32 34 36 38 40	15 17 19 21 23 25	0 1 3 5 7 9	0 0 0 0
1,820 1,840 1,860 1,880	1,820 1,840 1,860 1,880 1,900 1,920	180 189 192 195 198 201	163 166 169 172 175 178	140 143 146 149 152 155	117 120 123 126 129 132	94 97 100 103 106 109	71 74 77 80 83 83	50 58 60 62 64 66	40 42 44 46 48 50	23 27 29 31 33 35	9 11 13 15 17 19	0 0 0 2 4
1,900 1,920 1,940 1,960 1,980 2,000	1,940 1,960 1,980 2,000 2,020	204 207 210 213 216	181 184 187 190 193	158 161 164 167 170	135 138 141 144 147	112 115 118 121 124	89 92 95 98 101	68 70 72 75 78	52 54 56 58 60	37 39 41 43 45	21 23 25 27 29	4 6 8 10 12 14
2,020 2,040 2,060 2,080 2,100 2,120	2,040 2,060 2,080 2,100 2,120 2,120 2,140	219 222 225 228 231 234	196 199 202 205 208 211	173 176 179 182 185 188	150 153 156 159 162 165	127 130 133 136 139 142	104 107 110 113 116 119	81 84 87 90 93 96	62 64 66 68 70 73	47 49 51 53 55 55 57	31 33 35 37 39 41	16 18 20 22 24 26
2,140 2,160 2,180 2,200 2,220	2,160 2,180 2,200 2,220 2,240	237 240 243 246 249	214 217 220 223 226	191 194 197 200 203	168 171 174 177 180	145 148 151 154 157	122 125 128 131 134	99 102 105 108 111	76 79 82 85 88	59 61 63 65 67	43 45 47 49 51	28 30 32 34 36
2,240 2,260 2,280 2,300 2,320	2,260 2,280 2,300 2,320 2,320 2,340	252 255 258 261 264	229 232 235 238 241	206 209 212 215 218	183 186 189 192 195	160 163 166 169 172	137 140 143 146 149	114 117 120 123 126	91 94 97 100 103	69 71 74 77 80	53 55 57 59 61	38 40 42 44 46
2,340 2,360 2,380 2,400 2,420 2,420	2,360 2,380 2,400 2,420 2,440 2,440 2,460	267 270 273 276 279 282	244 247 250 253 256 259	221 224 227 230 233 236	198 201 204 207 210	175 178 181 184 187	152 155 158 161 164	129 132 135 138 141	106 109 112 115 118	83 86 89 92 95	63 65 67 69 72 75	48 50 52 54 56 58
2,440 2,460 2,480 2,500 2,520 2,540	2,460 2,480 2,500 2,520 2,540 2,560	282 285 288 291 294 297	259 262 265 268 271 274	230 239 242 245 248 251	213 216 219 222 225 228	190 193 196 199 202 205	167 170 173 176 179 182	144 147 150 153 156 159	121 124 127 130 133 136	98 101 104 107 110 113	73 78 81 84 87 90	56 60 62 64 66 68
2,540 2,560 2,580 2,600 2,620 2,640	2,580 2,580 2,600 2,620 2,640 2,660	297 300 303 306 309 312	274 277 280 283 286 289	251 254 257 260 263 266	220 231 234 237 240 243	203 208 211 214 217 220	182 185 188 191 194 197	162 165 168 171 174	130 139 142 145 148 151	113 116 119 122 125 128	90 93 96 99 102 105	68 70 73 76 79 82
2,660 2,680 2,700 2,720 2,720 2,740	2,680 2,700 2,720 2,740 2,760	315 318 321 324 327	292 295 298 301 304	269 272 275 278 281	246 249 252 255 258	223 226 229 232 235	200 203 206 209 212	177 180 183 186 189	154 157 160 163 166	131 134 137 140 143	108 111 114 117 120	85 88 91 94 97
2,760 2,780 2,800 2,820 2,840 2,840 2,860	2,780 2,800 2,820 2,840 2,860 2,880	330 333 336 339 342 345	307 310 313 316 319 322	284 287 290 293 296 299	261 264 267 270 273 276	238 241 244 247 250 253	215 218 221 224 227 230	192 195 198 201 204	169 172 175 178 181 184	146 149 152 155 158 161	123 126 129 132 135 138	100 103 106 109 112 115

\$2,880 and over

Use Table 2(b) for a MARRIED person on page 23. Also see the instructions on page 22.

SINGLE Persons—SEMIMONTHLY Payroll Period

And the wa	ages are–				And the n	umber of wi	thholding al	lowances cla	aimed is—			
At least	But less	0	1	2	3	4	5	6	7	8	9	10
	than							o be withhele				
\$ 0 115	\$115 120	\$0 2	2 (	0 0	\$0 0	\$0 0	\$0 0	0	0	\$0 0	\$0 0	\$0 0
120 125	125 130	3			0 0	0 0	0			0	0 0	0 0
130	135	4	4  (	0 0	0	0	0	0	0	0	0	0
135 140	140 145	2	5 (	0 0	0	0	0	0	0	0	0 0	0
145 150	150 155	5			0 0	0	0	-		0	0 0	0 0
155 160	160 165	6	6 (		0	0	0	0	0	0	0	0
165 170	170 175	7			0 0	0	0	0	0	0	0	0 0
175	180	8	3	0 0	0	0	0	0	0	0	0	0
180 185	185 190	ç	) (	0 0 0 0	0 0	0 0	0 0	0	0	0	0 0	0 0
190 195	195 200	10 10		0 0 0 0	0 0	0 0	0 0			0 0	0 0	0 0
200 205	205 210	11 11			0	0 0	0			0	0 0	0 0
210 210 215	215 220	12 12	2 (		0	0 0	0	0	0	0	0	0 0
220	225	13	3	0 0	0	0	0	0	0	0	0	0
225 230	230 235	13 14	4 (	0 0 0 0	0 0	0 0	0 0	0	0	0 0	0 0	0 0
235 240	240 245	14 15	5 (	0 0 0 0	0 0	0 0	0 0	0	0	0 0	0 0	0 0
245 250	250 260	15 16			0 0	0 0	0		0	0	0 0	0 0
260 270	270 280	17	7 (	0 0	0	0	0	0	0	0	0	0
280 290	290 300	19		2 0	0	0	0	0	0	0	0	0
300	310	21		4 0	0	0	0	0		0	0	0
310 320	320 330	22 23	3 (	5 0 6 0	0 0	0 0	0 0	0	0	0 0	0 0	0 0
330 340	340 350	24 25	5	7 0 8 0	0 0	0 0	0 0			0	0 0	0 0
350 360	360 370	26 27		9 0	0	0 0	0			0	0 0	0 0
370 380	380 390	28	3 1 <sup>.</sup>	1 0	0	0	0	0	0	0	0	0
390	400	30	) 1:	3 0	0	0	0	0	0	0	0	0
400 410	410 420	31 32	2 1	5 0	0 0	0 0	0 0	0		0 0	0 0	0 0
420 430	430 440	33 34	l 11	7 1	0 0	0 0	0 0	0 0	Ő	0 0	0 0	0 0
440 450	450 460	35 36	1		0 0	0 0	0	-		0 0	0 0	0 0
460 470	470 480	37	20	0 4	0	0	0	0	0	0	0	0
470 480 490	490 500	39	) 21	2 6	0	0	0	0	0	0	0	0
500	520	43	2	5 8	0	0	0	0	0	0	0	0
520 540	540 560	46 49	29	9 12	0 0	0 0	0 0	0	0	0 0	0 0	0 0
560 580	580 600	52 55	2 3 <sup>-</sup> 5 3:		0 0	0 0	0 0			0 0	0 0	0 0
600 620	620 640	58 61	3	5 18 7 20	1 3	0 0	0			0 0	0	0 0
640 660	660 680	64 67	1 39	9 22	5	0	0	0	0	0	0	0
680	700	70	4	5 26	9	0	0	0	0	0	0	0
700 720	720 740	73 76	5 5 <sup>.</sup>	1 30	11 13	0 0	0 0	0	0	0 0	0 0	0 0
740 760	760 780	79 82	5	4 32 7 34	15 17	0 1	0			0 0	0 0	0 0
780	800	85	6		19	3	0			0	0	0

SINGLE Persons—SEMIMONTHLY Payroll Period

(For Wages Paid through December 31, 2015)

And the wa	ages are-				And the r	number of wi	thholding all	owances cla	imed is—			
At least	But less	0	1	2	3	4	5	6	7	8	9	10
	than					amount of i	ncome tax to	be withheld				
\$800 820 840 860 880	\$820 840 860 880 900	\$88 91 94 97 100	\$63 66 69 72 75	\$38 41 44 47 50	\$21 23 25 27 29	\$5 7 9 11 13	\$0 0 0 0	\$0 0 0 0	\$0 0 0 0	\$0 0 0 0	\$0 0 0 0	\$0 0 0 0
900 920 940 960 980	920 940 960 980 1,000	103 106 109 112 115	78 81 84 87 90	53 56 59 62 65	31 33 35 37 40	15 17 19 21 23	0 0 2 4 6	0 0 0 0	0 0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0 0
1,000 1,020 1,040 1,060 1,080	1,020 1,040 1,060 1,080 1,100	118 121 124 127 130	93 96 99 102 105	68 71 74 77 80	43 46 49 52 55	25 27 29 31 33	8 10 12 14 16	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0 0
1,100 1,120 1,140 1,160 1,180	1,120 1,140 1,160 1,180 1,200	133 136 139 142 145	108 111 114 117 120	83 86 89 92 95	58 61 64 67 70	35 37 39 42 45	18 20 22 24 26	1 3 5 7 9	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0
1,200 1,220 1,240 1,260 1,280	1,220 1,240 1,260 1,280 1,300	148 151 154 157 160	123 126 129 132 135	98 101 104 107 110	73 76 79 82 85	48 51 54 57 60	28 30 32 34 36	11 13 15 17 19	0 0 1 3	0 0 0 0	0 0 0 0	0 0 0 0
1,300 1,320 1,340 1,360 1,380	1,320 1,340 1,360 1,380 1,400	163 166 169 172 175	138 141 144 147 150	113 116 119 122 125	88 91 94 97 100	63 66 69 72 75	38 41 44 47 50	21 23 25 27 29	5 7 9 11 13	0 0 0 0	0 0 0 0	0 0 0 0 0
1,400 1,420 1,440 1,460 1,480	1,420 1,440 1,460 1,480 1,500	178 181 184 187 190	153 156 159 162 165	128 131 134 137 140	103 106 109 112 115	78 81 84 87 90	53 56 59 62 65	31 33 35 37 40	15 17 19 21 23	0 0 2 4 6	0 0 0 0	0 0 0 0 0
1,500 1,520 1,540 1,560 1,580	1,520 1,540 1,560 1,580 1,600	193 196 199 202 205	168 171 174 177 180	143 146 149 152 155	118 121 124 127 130	93 96 99 102 105	68 71 74 77 80	43 46 49 52 55	25 27 29 31 33	8 10 12 14 16	0 0 0 0	0 0 0 0 0
1,600 1,620 1,640 1,660 1,680	1,620 1,640 1,660 1,680 1,700	208 211 214 218 223	183 186 189 192 195	158 161 164 167 170	133 136 139 142 145	108 111 114 117 120	83 86 89 92 95	58 61 64 67 70	35 37 39 42 45	18 20 22 24 26	1 3 5 7 9	0 0 0 0 0
1,700 1,720 1,740 1,760 1,780	1,720 1,740 1,760 1,780 1,800	228 233 238 243 243 248	198 201 204 207 210	173 176 179 182 185	148 151 154 157 160	123 126 129 132 135	98 101 104 107 110	73 76 79 82 85	48 51 54 57 60	28 30 32 34 36	11 13 15 17 19	0 0 1 3
1,800 1,820 1,840 1,860 1,880	1,820 1,840 1,860 1,880 1,900	253 258 263 268 273	213 217 222 227 232	188 191 194 197 200	163 166 169 172 175	138 141 144 147 150	113 116 119 122 125	88 91 94 97 100	63 66 69 72 75	38 41 44 47 50	21 23 25 27 29	5 7 9 11 13
1,900 1,920 1,940 1,960 1,980	1,920 1,940 1,960 1,980 2,000	278 283 288 293 298	237 242 247 252 257	203 206 209 212 215	178 181 184 187 190	153 156 159 162 165	128 131 134 137 140	103 106 109 112 115	78 81 84 87 90	53 56 59 62 65	31 33 35 37 40	15 17 19 21 23
2,000 2,020 2,040 2,060 2,080	2,020 2,040 2,060 2,080 2,100	303 308 313 318 323	262 267 272 277 282	220 225 230 235 240	193 196 199 202 205	168 171 174 177 180	143 146 149 152 155	118 121 124 127 130	93 96 99 102 105	68 71 74 77 80	43 46 49 52 55	25 27 29 31 33
2,100 2,120	2,120 2,140	328 333	287 292	245 250	208 211	183 186	158 161	133	108 111	83 86	58 61	35 37

\$2,140 and over

Use Table 3(a) for a **SINGLE person** on page 23. Also see the instructions on page 22.

MARRIED Persons—SEMIMONTHLY Payroll Period

And the wa	ages are-				And the n	umber of wi	thholding all	owances clair	med is—			
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
				4.1				be withheld				
\$ 0 360	\$360 370	\$0 1	\$0 0	\$0 0	\$0 0	\$0 0	\$0 0	0	\$0 0	\$0 0	\$0 0	\$0 0
370 380	380 390	2 3	0 0	0 0	0 0	0 0	0 0	0	0 0	0 0	0 0	0 0
390 400	400 410	4	0	0	0 0	0 0	0 0	0	0	0 0	0 0	0 0
400 410 420	420 430	6 7	0	0	0	0	0	0	0	0	0	0
430	440	8	0	0	0	0	0	0	0	0	0	0
440 450	450 460	9 10	0	0	0	0 0	0 0	0	0 0	0 0	0 0	0 0
460 470	470 480	11 12	0	0	0	0	0	0	0	0	0	0 0
480 490	490 500	13 14	0	0	0	0	0	0	0	0	0	0
500	520	15	0	0	0	0	0	0	0	0	0	0
520 540	540 560	17 19	1 3	0	0 0	0 0	0 0	0	0 0	0 0	0 0	0 0
560 580	580 600	21 23	5 7	0	0 0	0 0	0 0	0	0 0	0 0	0 0	0 0
600 620	620 640	25 27	9 11	0	0	0	0 0	0	0	0	0 0	0 0
640 660	660 680	29 31	13 15	0	0	0	0	0	0	0	0	0
680	700	33	17	0	0	0	0	0	0	0	0	0
700 720	720 740	35 37	19 21	2 4	0	0 0	0 0	0	0	0 0	0 0	0 0
740 760	760 780	39 41	23 25	6 8	0	0	0 0	0	0	0	0	0 0
780	800	43	27	10	0	0	0	0	0	0	0	0
800 820	820 840	45 47	29 31	12 14	0	0	0	0	0	0	0	0
840 860	860 880	49 51	33 35	16 18	0 1	0	0	0	0 0	0	0	0
880 900	900 920	53 55	37 39	20 22	3 5	0	0	0	0	0	0	0 0
920 940	940 960	57 59	41 43	24 26	7 9	0 0	0 0	0	0 0	0	0	0
960 980	980 1,000	61 63	45 47	28 30	11 13	0	0	0	0	0	0	0
1,000	1,020	65	49	32	15	0	0	0	0	0	0	0
1,020 1,040	1,040 1,060	67 69	51 53	34 36	17 19	1 3	0 0	0	0 0	0 0	0 0	0 0
1,060 1,080	1,080 1,100	71 73	55 57	38 40	21 23	5 7	0 0	0	0 0	0 0	0 0	0 0
1,100 1,120	1,120 1,140	75 77	59 61	42 44	25	9 11	0	0	0	0	0	0
1,140	1,160	80 83	63 65	44 46 48	27 29 31	13	0	0	0	0	0	0
1,160 1,180	1,180 1,200	86	67	50	33	15 17	0 0	0 0	0 0	0 0	0 0	0 0
1,200 1,220	1,220 1,240	89 92	69 71	52 54	35 37	19 21	2 4	0	0	0 0	0 0	0 0
1,240 1,260	1,260 1,280	95 98	73 75	56 58	39 41	23 25	6 8	0	0	0	0	0 0
1,280	1,300	101	77	60	43	27	10	0	0	0	0	0
1,300 1,320 1,340	1,320 1,340 1,360	104 107	79 82	62 64	45 47	29 31	12 14	0	0 0	0 0	0 0	0 0
1,360	1,380	110 113	85 88	66 68	49 51	33 35	16 18	0	0 0	0 0	0 0	0 0 0
1,380 1,400	1,400 1,420	116 119	91 94	70 72	53 55	37 39	20 22	3 5	0 0	0 0	0 0	0 0
1,400 1,420 1,440	1,420 1,440 1,460	122 125	97 100	74 76	57 59	41 43	24 26	5 7 9	0	0	0	0
1,460	1,480	128	103	78	61	45	28	11	0	0	0	0
1,480 1,500	1,500 1,520	131 134	106 109	81 84	63 65	47 49	30 32	13 15	0 0	0 0	0 0	0 0
1,520 1,540	1,540 1,560	137 140	112 115	87 90	67 69	51 53	34 36	17 19	1 3	0	0	0 0
1,560 1,580	1,580 1,600	143 146	118 121	93 96	71 73	55 57	38 40	21	5 7	0	0	0 0
-,	.,		.=.1				10		. 1		•	5

MARRIED Persons—SEMIMONTHLY Payroll Period

(For Wages Paid through December 31, 2015)

And the wa	ges are-				And the r	number of wi	thholding all	owances cla	imed is—			
At least	But less	0	1	2	3	4	5	6	7	8	9	10
	than		· · · · ·		The	amount of i	ncome tax to	be withheld	is—			
\$1,600 1,620 1,640 1,660 1,680	\$1,620 1,640 1,660 1,680 1,700	\$149 152 155 158 161	\$124 127 130 133 136	\$99 102 105 108 111	\$75 77 80 83 86	\$59 61 63 65 67	\$42 44 46 48 50	27 29 31	\$9 11 13 15 17	\$0 0 0 0 0	\$0 0 0 0 0	\$0 0 0 0 0
1,700 1,720 1,740 1,760 1,780	1,720 1,740 1,760 1,780 1,800	164 167 170 173 176	139 142 145 148 151	114 117 120 123 126	89 92 95 98 101	69 71 73 75 77	52 54 56 58 60	37 39 41	19 21 23 25 27	2 4 6 8 10	0 0 0 0	
1,800 1,820 1,840 1,860 1,880	1,820 1,840 1,860 1,880 1,900	179 182 185 188 191	154 157 160 163 166	129 132 135 138 141	104 107 110 113 116	79 82 85 88 91	62 64 66 68 70	49 51	29 31 33 35 37	12 14 16 18 20	0 0 1 3	
1,900 1,920 1,940 1,960 1,980	1,920 1,940 1,960 1,980 2,000	194 197 200 203 206	169 172 175 178 181	144 147 150 153 156	119 122 125 128 131	94 97 100 103 106	72 74 76 78 81	55 57 59 61 63	39 41 43 45 47	22 24 26 28 30	5 7 9 11 13	
2,000 2,020 2,040 2,060 2,080	2,020 2,040 2,060 2,080 2,100	209 212 215 218 221	184 187 190 193 196	159 162 165 168 171	134 137 140 143 146	109 112 115 118 121	84 87 90 93 96	67 69	49 51 53 55 57	32 34 36 38 40	15 17 19 21 23	0 1 3 5 7
2,100 2,120 2,140 2,160 2,180	2,120 2,140 2,160 2,180 2,200	224 227 230 233 236	199 202 205 208 211	174 177 180 183 186	149 152 155 158 161	124 127 130 133 136	99 102 105 108 111		59 61 63 65 67	42 44 46 48 50	25 27 29 31 33	9 11 13 15 17
2,200 2,220 2,240 2,260 2,280	2,220 2,240 2,260 2,280 2,300	239 242 245 248 251	214 217 220 223 226	189 192 195 198 201	164 167 170 173 176	139 142 145 148 151	114 117 120 123 126	92 95 98	69 71 73 75 77	52 54 56 58 60	35 37 39 41 43	19 21 23 25 27
2,300 2,320 2,340 2,360 2,380	2,320 2,340 2,360 2,380 2,400	254 257 260 263 266	229 232 235 238 241	204 207 210 213 216	179 182 185 188 191	154 157 160 163 166	129 132 135 138 141	104 107 110 113 116	79 82 85 88 91	62 64 66 68 70	45 47 49 51 53	29 31 33 35 37
2,400 2,420 2,440 2,460 2,480	2,420 2,440 2,460 2,480 2,500	269 272 275 278 281	244 247 250 253 256	219 222 225 228 231	194 197 200 203 206	169 172 175 178 181	144 147 150 153 156	122 125 128	94 97 100 103 106	72 74 76 78 81	55 57 59 61 63	39 41 43 45 47
2,500 2,520 2,540 2,560 2,580	2,520 2,540 2,560 2,580 2,600	284 287 290 293 296	259 262 265 268 271	234 237 240 243 246	209 212 215 218 221	184 187 190 193 196	159 162 165 168 171	137 140	109 112 115 118 121	84 87 90 93 96	65 67 69 71 73	49 51 53 55 57
2,600 2,620 2,640 2,660 2,680	2,620 2,640 2,660 2,680 2,700	299 302 305 308 311	274 277 280 283 286	249 252 255 258 261	224 227 230 233 236	199 202 205 208 211	174 177 180 183 186	152 155 158	124 127 130 133 136	99 102 105 108 111	75 77 80 83 86	59 61 63 65 67
2,700 2,720 2,740 2,760 2,780	2,720 2,740 2,760 2,780 2,800	314 317 320 323 326	289 292 295 298 301	264 267 270 273 276	239 242 245 248 251	214 217 220 223 226	189 192 195 198 201	167 170	139 142 145 148 151	114 117 120 123 126	89 92 95 98 101	69 71 73 75 77
2,800 2,820 2,840 2,860 2,880	2,820 2,840 2,860 2,880 2,900	329 332 335 338 341	304 307 310 313 316	279 282 285 288 291	254 257 260 263 266	229 232 235 238 241	204 207 210 213 216	182 185 188	154 157 160 163 166	129 132 135 138 141	104 107 110 113 116	79 82 85 88 91
2,900	2,920	344		294	269		219		169		119	94

\$2,920 and over

Use Table 3(b) for a **MARRIED person** on page 23. Also see the instructions on page 22.

### SINGLE Persons-MONTHLY Payroll Period

And the wa	ages are–				And the n	umber of wi	thholding al	owances cla	imed is—			
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
								be withheld		<b>.</b>	<b>*</b> •	
\$ 0 220 230 240	\$220 230 240 250	\$0 2 5	3 ( 1 (		\$0 0 0 0	\$0 0 0 0	\$0 0 0 0	0	\$0 0 0 0	\$0 0 0 0	\$0 0 0 0	\$0 0 0 0
250 260 270 280	260 270 280 290	6 7 8			0 0 0	0 0 0 0	0 0 0 0	0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0
290 300 320	300 320 340	10 12 14			0 0 0	0 0 0	0 0 0	0	0 0 0	0 0 0	0 0 0	0 0 0
340 360 380	360 380 400	16 18 20		0 0	0 0 0	0 0 0	0 0 0	0	0 0 0	0 0 0	0 0 0	0 0 0
400 420 440 460 480	420 440 460 480 500	22 24 26 28 30			0 0 0 0	0 0 0 0 0	0 0 0 0 0	0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0
500 520 540 560 580	520 540 560 580 600	32 34 36 38 40		0 3 0 5 0	0 0 0 0	0 0 0 0 0	0 0 0 0 0	0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0
600 640 680 720 760	640 680 720 760 800	43 47 51 55 59	3 10 7 14 18 5 22	4 0 3 0 2 0	0 0 0 0	0 0 0 0	0 0 0 0 0	0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0
800 840 880 920 960	840 880 920 960 1,000	63 67 71 75 80	3 30 7 34 38 5 42	0 0 4 0 3 4 2 8	000000000000000000000000000000000000000	0 0 0 0 0	0 0 0 0 0 0	000000000000000000000000000000000000000	0 0 0 0 0	0 0 0 0 0	0 0 0 0 0	0 0 0 0 0
1,000 1,040 1,080 1,120 1,160	1,040 1,080 1,120 1,160 1,200	86 92 98 104 110	2 54 3 58 4 62	4 20 3 24 2 28	0 0 0 0	0 0 0 0	0 0 0 0 0	0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0
1,200 1,240 1,280 1,320 1,360	1,240 1,280 1,320 1,360 1,400	116 122 128 134 140	2 74 3 78 4 84	4 40 3 44 4 48	3 7 11 15 19	0 0 0 0	0 0 0 0 0	0 0 0 0	0 0 0 0 0	0 0 0 0 0	0 0 0 0 0	0 0 0 0 0
1,400 1,440 1,480 1,520 1,560	1,440 1,480 1,520 1,560 1,600	146 152 158 164 170	2 102 3 108 4 114	2 60 3 64 4 68	23 27 31 35 39	0 0 2 6	0 0 0 0 0	0	0 0 0 0	0 0 0 0 0	0 0 0 0 0	0 0 0 0 0
1,600 1,640 1,680 1,720 1,760	1,640 1,680 1,720 1,760 1,800	176 182 188 194 200	2 132 3 138 4 144	2 82 3 88 4 94	43 47 51 55 59	10 14 18 22 26	0 0 0 0 0	0 0 0	0 0 0 0	0 0 0 0 0	0 0 0 0 0	0 0 0 0 0
1,800 1,840 1,880 1,920 1,960	1,840 1,880 1,920 1,960 2,000	206 212 218 224 230	6 156 2 162 3 168 4 174	6 106 2 112 3 118 4 124	63 67 71 75 80	30 34 38 42 46	0 0 4 8 12	000000000000000000000000000000000000000	0 0 0 0 0	0 0 0 0 0	0 0 0 0 0	0 0 0 0
2,000 2,040 2,080 2,120 2,160	2,040 2,080 2,120 2,160 2,200	230 242 248 254 260	6 186 2 192 3 198 4 204	6 136 2 142 3 148 4 154	86 92 98 104 110	50 54 58 62 66	16 20 24 28 32	0 0 0 0	0 0 0 0 0	0 0 0 0 0	0 0 0 0 0	0 0 0 0 0
2,200 2,240 2,280 2,320 2,360	2,240 2,280 2,320 2,360	266 272 278 284 290	6 216 2 222 3 228 4 234	6 166 2 172 3 178 4 184	116 122 128 134 140	70 74 78 84 90	36 40 44 48 52	3 7 11 15	0 0 0 0	0 0 0 0 0	0 0 0 0	0 0 0 0

SINGLE Persons—MONTHLY Payroll Period

(For Wages Paid through December 31, 2015)

And the wa	ages are-				And the r	number of wi	thholding all	owances cla	imed is—			
At least	But less	0	1	2	3	4	5	6	7	8	9	10
	than				The	amount of i	ncome tax to	be withheld	l is—			
\$2,400 2,440 2,480 2,520 2,560	\$2,440 2,480 2,520 2,560 2,600	\$296 302 308 314 320	\$246 252 258 264 270	\$196 202 208 214 220	\$146 152 158 164 170	\$96 102 108 114 120	\$56 60 64 68 72	\$23	\$0 0 0 2 6	\$0 0 0 0	\$0 0 0 0	\$0 0 0 0
2,600 2,640 2,680 2,720 2,760	2,640 2,680 2,720 2,760 2,800	326 332 338 344 350	276 282 288 294 300	226 232 238 244 250	176 182 188 194 200	126 132 138 144 150	76 82 88 94 100	43 47 51 55 59	10 14 18 22 26	0 0 0 0	0 0 0 0	0 0 0 0
2,800 2,840 2,880 2,920 2,960	2,840 2,880 2,920 2,960 3,000	356 362 368 374 380	306 312 318 324 330	256 262 268 274 280	206 212 218 224 230	156 162 168 174 180	106 112 118 124 130	63 67 71 75 80	30 34 38 42 46	0 0 4 8 12	0 0 0 0	0 0 0 0
3,000 3,040 3,080 3,120 3,160	3,040 3,080 3,120 3,160 3,200	386 392 398 404 410	336 342 348 354 360	286 292 298 304 310	236 242 248 254 260	186 192 198 204 210	136 142 148 154 160	86 92 98 104 110	50 54 58 62 66	16 20 24 28 32	0 0 0 0	0 0 0 0
3,200 3,240 3,280 3,320 3,360	3,240 3,280 3,320 3,360 3,400	416 422 428 437 447	366 372 378 384 390	316 322 328 334 340	266 272 278 284 290	216 222 228 234 240	166 172 178 184 190	116 122 128 134 140	70 74 78 84 90	36 40 44 48 52	3 7 11 15 19	0 0 0 0
3,400	3,440	457	396	346	296	246	196	146	96	56	23	0
3,440	3,480	467	402	352	302	252	202	152	102	60	27	0
3,480	3,520	477	408	358	308	258	208	158	108	64	31	0
3,520	3,560	487	414	364	314	264	214	164	114	68	35	2
3,560	3,600	497	420	370	320	270	220	170	120	72	39	6
3,600	3,640	507	426	376	326	276	226	176	126	76	43	10
3,640	3,680	517	433	382	332	282	232	182	132	82	47	14
3,680	3,720	527	443	388	338	288	238	188	138	88	51	18
3,720	3,760	537	453	394	344	294	244	194	144	94	55	22
3,760	3,800	547	463	400	350	300	250	200	150	100	59	26
3,800	3,840	557	473	406	356	306	256	206	156	106	63	30
3,840	3,880	567	483	412	362	312	262	212	162	112	67	34
3,880	3,920	577	493	418	368	318	268	218	168	118	71	38
3,920	3,960	587	503	424	374	324	274	224	174	124	75	42
3,960	4,000	597	513	430	380	330	280	230	180	130	80	46
4,000	4,040	607	523	440	386	336	286	236	186	136	86	50
4,040	4,080	617	533	450	392	342	292	242	192	142	92	54
4,080	4,120	627	543	460	398	348	298	248	198	148	98	58
4,120	4,160	637	553	470	404	354	304	254	204	154	104	62
4,160	4,200	647	563	480	410	360	310	260	210	160	110	66
4,200	4,240	657	573	490	416	366	316	266	216	166	116	70
4,240	4,280	667	583	500	422	372	322	272	222	172	122	74
4,280	4,320	677	593	510	428	378	328	278	228	178	128	78
4,320	4,360	687	603	520	437	384	334	284	234	184	134	84
4,360	4,400	697	613	530	447	390	340	290	240	190	140	90
4,400	4,440	707	623	540	457	396	346	296	246	196	146	96
4,440	4,480	717	633	550	467	402	352	302	252	202	152	102
4,480	4,520	727	643	560	477	408	358	308	258	208	158	108
4,520	4,560	737	653	570	487	414	364	314	264	214	164	114
4,560	4,600	747	663	580	497	420	370	320	270	220	170	120
4,600	4,640	757	673	590	507	426	376	326	276	226	176	126
4,640	4,680	767	683	600	517	433	382	332	282	232	182	132
4,680	4,720	777	693	610	527	443	388	338	288	238	188	138
4,720	4,760	787	703	620	537	453	394	344	294	244	194	144
4,760	4,800	797	713	630	547	463	400	350	300	250	200	150
4,800	4,840	807	723	640	557	473	406	374	306	256	206	156
4,840	4,880	817	733	650	567	483	412		312	262	212	162
4,880	4,920	827	743	660	577	493	418		318	268	218	168
4,920	4,960	837	753	670	587	503	424		324	274	224	174
4,960	5,000	847	763	680	597	513	430		330	280	230	180
5,000	5,040	857	773	690	607	523	440		336	286	236	186
5,040	5,080	867	783	700	617	533	450		342	292	242	192

\$5,080 and over

Use Table 4(a) for a SINGLE person on page 23. Also see the instructions on page 22.

### MARRIED Persons-MONTHLY Payroll Period

And the wa	ages are-				And the nu	umber of with	holding all	owances cla	imed is—			
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
		4.1						be withheld				
\$ 0 720 760	\$720 760 800	\$0 2 6	\$0 0 0	\$0 0 0	\$0 0 0	\$0 0 0	\$0 0 0		\$0 0 0	\$0 0 0	\$0 0 0	\$0 0 0
800 840	840 880	10 14	0	0	0	0	0	0	0	0	0	0 0
840 880 920	920 960	18 22	0	0	0	0	0	0	0	0	0	0 0
960	1,000	26	0	0	0	0	0	0	0	0	0	0
1,000 1,040	1,040 1,080	30 34	0 1	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0	0 0
1,080 1,120	1,120 1,160	38 42	5 9	0 0	0	0	0 0	0 0	0 0	0 0	0	0 0
1,160 1,200	1,200 1,240	46 50	13 17	0	0	0	0 0	0	0 0	0	0	0 0
1,240 1,280	1,280 1,320	54 58	21 25	0	0	0	0	0	0	0	0	0
1,320 1,360	1,360 1,400	62 66	29 33	0	0	0	0 0	0 0	0 0	0	0	0 0
1,400 1,440	1,440 1,480	70 74	37 41	4 8	0	0	0 0	0	0	0	0	0 0
1,480 1,520	1,520 1,560	78 82	45 49	12 16	0	0	0	0	0	0	0	0
1,560	1,600	86	53	20	0	0	0	0	0	0	0	0
1,600 1,640	1,640 1,680	90 94 98	57 61	24 28	0 0 0	0	0 0 0	0	0	0	0 0 0	0
1,680 1,720 1,760	1,720 1,760 1,800	98 102 106	65 69 73	32 36 40	2	0 0 0	0	0 0 0	0 0 0	0 0 0	0	0 0 0
1,800	1,840	110	77	44	10	0	0	0	0	0	0	0
1,840 1,880	1,880 1,920	114 118	81 85	48 52	14 18	0	0	0	0 0	0	0	0
1,920 1,960	1,960 2,000	122 126	89 93	56 60	22 26	0 0	0 0	0 0	0 0	0 0	0 0	0 0
2,000 2,040	2,040 2,080	130 134	97 101	64 68	30 34	0 1	0 0	0	0 0	0	0	0 0
2,080 2,120	2,120 2,160	138 142	105 109	72 76	38 42	5 9	0 0	0 0	0 0	0	0	0 0
2,160 2,200	2,200 2,240	146 150	113 117	80 84	46 50	13 17	0 0	0	0 0	0	0	0 0
2,240 2,280	2,280 2,320	155 161	121 125	88 92	54 58	21 25	0	0	0 0	0 0	0	0 0
2,320 2,360	2,360 2,400	167 173	129 133	96 100	62 66	29 33	0	0	0	0	0	0
2,400 2,440	2,440 2,480	179 185	137 141	104 108	70 74	37 41	4 8	0	0	0	0	0 0
2,480 2,520	2,520 2,560	191 197	145 149	112 116	78 82	45 49	12 16	0	0	0	0	0 0
2,560	2,600	203	153	120	86	53	20	0	0	0	0	0
2,600 2,640 2,680	2,680	209 215 221	159 165 171	124 128 132	90 94 98	57 61 65	24 28 32	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
2,720 2,760	2,760 2,800	227 233	177	136 140	102 106	69 73	36 40	2	0	0	0	0 0 0
2,800	2,840	239	189	144	110	77	44	10	0	0	0	0
2,840 2,880	2,880 2,920	245 251	195 201	148 152	114 118	81 85	48 52	14 18	0	0	0	0
2,920 2,960		257 263	207 213	157 163	122 126	89 93	56 60	22 26	0 0	0 0	0 0	0 0
3,000 3,040	3,040 3,080	269 275	219 225	169 175	130 134	97 101	64 68	30 34	0 1	0 0	0 0	0 0
3,080 3,120	3,120 3,160	281 287	231 237	181 187	138 142	105 109	72 76	38 42	5 9	0 0	0	0 0
3,160 3,200	3,200 3,240	293 299	243 249	193 199	146 150	113 117	80 84	46 50	13 17	0 0	0 0	0 0
3,240 3,280	3,280	305 311	255 261	205 211	155 161	121 125	88 92	54 58	21 25	0	0	0
3,320 3,360	3.360	317 323	267 273	217 223	167 173	129 133	96 100	62	29 33	0	0	0
, -							-		- 1		1	

MARRIED Persons—MONTHLY Payroll Period

(For Wages Paid through December 31, 2015)

And the wa	ages are-			-	And the n	umber of wi	thholding all	owances cla	imed is—			
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
								be withheld				
\$3,400 3,440 3,480 3,520 3,560	\$3,440 3,480 3,520 3,560 3,600	\$329 335 341 347 353	\$279 285 291 297 303	\$229 235 241 247 253	\$179 185 191 197 203	\$137 141 145 149 153	\$104 108 112 116 120	\$70 74 78 82 86	\$37 41 45 49 53	\$4 8 12 16 20	\$0 0 0 0 0	\$0 0 0 0
3,600 3,640 3,680 3,720 3,760	3,640 3,680 3,720 3,760 3,800	359 365 371 377 383	309 315 321 327 333	259 265 271 277 283	209 215 221 227 233	159 165 171 177 183	124 128 132 136 140	90 94 98 102 106	57 61 65 69 73	24 28 32 36 40	0 0 2 6	0 0 0 0
3,800 3,840 3,880 3,920 3,960	3,840 3,880 3,920 3,960 4,000	389 395 401 407 413	339 345 351 357 363	289 295 301 307 313	239 245 251 257 263	189 195 201 207 213	144 148 152 157 163	110 114 118 122 126	77 81 85 89 93	44 48 52 56 60	10 14 18 22 26	0 0 0 0
4,000	4,040	419	369	319	269	219	169	130	97	64	30	0
4,040	4,080	425	375	325	275	225	175	134	101	68	34	1
4,080	4,120	431	381	331	281	231	181	138	105	72	38	5
4,120	4,160	437	387	337	287	237	187	142	109	76	42	9
4,160	4,200	443	393	343	293	243	193	146	113	80	46	13
4,200	4,240	449	399	349	299	249	199	150	117	84	50	17
4,240	4,280	455	405	355	305	255	205	155	121	88	54	21
4,280	4,320	461	411	361	311	261	211	161	125	92	58	25
4,320	4,360	467	417	367	317	267	217	167	129	96	62	29
4,360	4,400	473	423	373	323	273	223	173	133	100	66	33
4,400	4,440	479	429	379	329	279	229	179	137	104	70	37
4,440	4,480	485	435	385	335	285	235	185	141	108	74	41
4,480	4,520	491	441	391	341	291	241	191	145	112	78	45
4,520	4,560	497	447	397	347	297	247	197	149	116	82	49
4,560	4,600	503	453	403	353	303	253	203	153	120	86	53
4,600	4,640	509	459	409	359	309	259	209	159	124	90	57
4,640	4,680	515	465	415	365	315	265	215	165	128	94	61
4,680	4,720	521	471	421	371	321	271	221	171	132	98	65
4,720	4,760	527	477	427	377	327	277	227	177	136	102	69
4,760	4,800	533	483	433	383	333	283	233	183	140	106	73
4,800	4,840	539	489	439	389	339	289	239	189	144	110	77
4,840	4,880	545	495	445	395	345	295	245	195	148	114	81
4,880	4,920	551	501	451	401	351	301	251	201	152	118	85
4,920	4,960	557	507	457	407	357	307	257	207	157	122	89
4,960	5,000	563	513	463	413	363	313	263	213	163	126	93
5,000	5,040	569	519	469	419	369	319	269	219	169	130	97
5,040	5,080	575	525	475	425	375	325	275	225	175	134	101
5,080	5,120	581	531	481	431	381	331	281	231	181	138	105
5,120	5,160	587	537	487	437	387	337	287	237	187	142	109
5,160	5,200	593	543	493	443	393	343	293	243	193	146	113
5,200	5,240	599	549	499	449	399	349	299	249	199	150	117
5,240	5,280	605	555	505	455	405	355	305	255	205	155	121
5,280	5,320	611	561	511	461	411	361	311	261	211	161	125
5,320	5,360	617	567	517	467	417	367	317	267	217	167	129
5,360	5,400	623	573	523	473	423	373	323	273	223	173	133
5,400	5,440	629	579	529	479	429	379	329	279	229	179	137
5,440	5,480	635	585	535	485	435	385	335	285	235	185	141
5,480	5,520	641	591	541	491	441	391	341	291	241	191	145
5,520	5,560	647	597	547	497	447	397	347	297	247	197	149
5,560	5,600	653	603	553	503	453	403	353	303	253	203	153
5,600	5,640	659	609	559	509	459	409	359	309	259	209	159
5,640	5,680	665	615	565	515	465	415	365	315	265	215	165
5,680	5,720	671	621	571	521	471	421	371	321	271	221	171
5,720	5,760	677	627	577	527	477	427	377	327	277	227	177
5,760	5,800	683	633	583	533	483	433	383	333	283	233	183
5,800	5,840	689	639	589	539	489	439	389	339	289	239	189
5,840	5,880	695	645	595	545	495	445	395	345	295	245	195
5,880	5,920	701	651	601	551	501	451	401	351	301	251	201
5,920	5,960	707	657	607	557	507	457	407	357	307	257	207
5,960	6,000	713	663	613	563	513	463	413	363	313	263	213
6,000	6,040	719	669	619	569	519	469	419	369	319	269	219
6,040	6,080	725	675	625	575	525	475	425	375	325	275	225
6,080	6,120	731	681	631	581	531	481	431	381	331	281	231

\$6,120 and over

Use Table 4(b) for a MARRIED person on page 23. Also see the instructions on page 22.

SINGLE Persons—DAILY Payroll Period

And the wa	iges are-				And the n	umber of wi	hholding all	owances cla	imed is—			
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
\$0	\$15	\$0	\$0	\$0	The \$0	amount of in \$0	ncome tax to \$0	be withheld \$0	l is— \$0	\$0	\$0	\$0
15 18	18 21	1	0	0	0	0	0 0	0		0	0 0	0 0
21 24	24 27	1	0	0	0	0	0	0	0	0	0	0
24 27	30	2	0	0	0	0	0	0	0	0	0	0
30 33	33 36	2 3	1	0	0	0 0	0 0	0	0 0	0	0	0 0
36 39	39 42	3	1	0	0	0	0	0	0	0	0	0
42	45	3	2 2	0	0	0	0	0	0	0	0	0
45 48	48 51	4 4	2 3	1	0 0	0 0	0 0	0	0 0	0 0	0 0	0 0
51 54	54 57	5	3 3	1 2	0 0	0 0	0 0	0	0 0	0	0 0	0 0
57 60	60 63	6 6	3 4	2 2	0 1	0	0	0	0 0	0	0	0
63 66	66 69	7 7	4	2	1	0	0	0	0	0	0	0
69 72	72 75	7	5	3	2	0	0	0	0	0	0	0
75	78	8	6	4	2	1	0	0	0	0	0	0
78 81	81 84	9 9	7 7	4 5	2 3	1	0 0	0	0 0	0	0	0 0
84 87	87 90	10 10	7 8	5 6	3 3	2 2	0 0	0	0 0	0	0 0	0 0
90 93	93 96	11 11	8 9	6 6	4 4	2 2	1	0	0	0	0	0 0
96 99	99 102	12 12	9 10	7	4 5 5	3	1	0	0	0	0	0
102	102	12	10	8	6	3	1 2	0	0	0	0	0
105 108	108 111	13 13	11 11	8 9	6 6	4 4	2 2	1	0 0	0	0	0 0
111 114	114 117	14 14	11 12	9 10	7 7	5 5	3 3	1	0 0	0	0	0 0
117 120	120 123	15 15	12 13	10 11	8 8	5 6	3 4	2	0	0	0	0
120 123 126	125 126 129	16 16	13 13 14	11	9 9	6 7	4 4	2	1	0	0	0
120 129 132	132 135	16 16 17	14 14 15	12 12	10 10	7 7 8	5 5	3	1	0	0	0
135	138	17	15	13	10	8	6	4	2	0	0	0
138 141	141 144	18 18	16 16	13 14	11 11	9 9	6 7	4	2 3	1 1	0 0	0 0
144 147	147 150	19 19	16 17	14 15	12 12	9 10	7 8	5 5	3 3	1 2	0 0	0 0
150 153	153 156	20 20	17 18	15 15	13 13	10 11	8 9	6 6	3 4	2 2 3	0 1	0 0
156 159	159 162	20 21 22	18 19	16 16	14 14	11 12	9 9	7	4	3	1	0
162	165	22	19	17	15	12	10	8	5	3	2	0
165 168	168 171	23 24	20 20	17 18	15 15	13 13	10 11	8	6 6	3 4	2 2	0 1
171 174	174 177	25 25	21 22	18 19	16 16	14 14	11 12	9 9	7 7	4 5	2 3 3	1 1
177 180	180 183	26 27	22 23	19 20	17 17	14 15	12 13	10 10	8 8	5 6	3 3	2
183 186	186 189	28 28	24 25	20 20 21	18 18	15 15 16	13 13	11	8	6 7	4	2 2 2 3
189 192	192 195	29 30	25 26	22 22	19 19	16 17	14 14	12	9 10	7 7 7	5	3
195	198	31	27	23	19	17	15	13	10	8	6	3 4
198 201	201 204	31 32	28 28	24 25	20 21	18 18	15 16	13 13	11	8	6 7	4 4
204 207	207 210	33 34	29 30	25 26	21 22	18 19	16 17	14 14	12 12	9 10	7 7	4 5 5
210 213	213 216	34 35	31 31	27 28	23 24	19 20	17 18	15 15	12 13	10 11	8 8	6 6
216 219	219 222	36 37	32 33	28 29	24 25	21 21	18 18	16	13	11 12	9 9	6 7
222 Publicatio	225	37	34	30	26	22	19			12	10	7 Page 41

### SINGLE Persons—DAILY Payroll Period

(For Wages Paid through December 31, 2015)

	ages are-					number of wi		1			I	
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
\$225 228 231 234 237	\$228 231 234 237 240	\$38 39 40 40 41	\$34 35 36 37 37	\$31 31 32 33 34	The \$27 27 28 29 30	amount of i \$23 24 24 25 26	ncome tax to \$19 20 21 21 22	be withheld \$17 17 18 18 18 19	l is— \$15 15 16 16 16 17	\$12 13 13 14 14	\$10 11 11 11 12	
240 243 246 249 252	243 246 249 252 255	42 43 43 44 45	38 39 40 40 41	34 35 36 37 37	30 31 32 33 33	27 27 28 29 30	23 24 24 25 26	19 20 20 21 22	17 17 18 18 19	15 15 16 16 16	12 13 13 14 14	
255 258 261 264 267	258 261 264 267 270	46 46 47 48 49	42 43 43 44 45	38 39 40 40 41	34 35 36 36 37	30 31 32 33 33	27 27 28 29 30	23 23 24 25 26	19 20 21 22	17 17 18 18 19	15 15 16 16 16	
270 273 276 279 282	273 276 279 282 285	49 50 51 52 52	46 46 47 48 49	42 43 43 44 45	38 39 39 40 41	34 35 36 36 37	30 31 32 33 33	26 27 28 29 29	23 23 24 25 26	19 20 21 22	17 17 18 18 19	
285 288 291 294 297 300	288 291 294 297 300 303	53 54 55 55 56 57	49 50 51 52 52 52	46 46 47 48 49 49	42 42 43 44 45 45	38 39 39 40 41 42	34 35 36 36 37 38	30 31 32 32 33 33	26 27 28 29 29 30	22 23 24 25 25 25	19 20 20 21 22 22	
303 306 309 312 315	306 309 312 315 318	57 58 58 59 60 61	53 54 55 55 56 57	50 51 52 52 52 53	43 46 47 48 48 48	42 42 43 44 45 45	39 39 40 41 42	35 35 36 37 38	31 32 32 33 33	20 27 28 28 29 30	23 24 25 25 26	
318 321 324 327	321 324 327 330	61 62 63 64	58 58 59 60	54 55 55 56	50 51 51 52	46 47 48 48	42 43 44 45	38 39 40 41	35 35 36 37	31 31 32 33	27 28 28 29	
330 333 336 339 341	333 336 339 341 343	64 65 66 67 67	61 61 62 63 63	57 58 58 59 59	53 54 54 55 56	49 50 51 51 52	45 46 47 47 48	41 42 43 44 44	38 38 39 40 40	34 34 35 36 36	30 31 32 32	
343 345 347 349 351	345 347 349 351 353	68 68 69 69 70	64 64 65 65 66	60 60 61 61 62	56 57 57 58 58	52 53 53 54 54	48 49 49 50 50	45 45 46 46 47	41 41 42 42 43	37 37 38 38 39	33 33 34 34 35	
353 355 357 359 361	355 357 359 361 363	70 71 71 72 72	66 67 67 68 68	62 63 63 64 64	59 59 60 61	55 55 56 56 57	51 51 52 52 53	47 48 48 49 49	43 44 44 45 45	39 40 40 41 41	35 36 36 37 37	
363 365 367 369 371	365 367 369 371 373	73 73 74 74 75	69 69 70 70 71	65 65 66 66 67	61 62 63 63	57 58 58 59 59	53 54 54 55 55	50 50 51 51 52	46 46 47 47 48	42 42 43 43 44	38 38 39 39 40	
373 375 377 379 381	375 377 379 381 383	76 76 77 77 78	71 72 72 73 74	67 68 68 69 69	64 64 65 65 66	60 60 61 61 62	56 56 57 57 58	52 53 53 54 54	48 49 49 50 50	44 45 45 46 46	40 41 41 42 42	
383 385 387 389 391	385 387 389 391 393	78 79 80 80 81	74 75 75 76 76	70 70 71 71 72	66 67 67 68 68	62 63 63 64 64	58 59 59 60 60	55 55 56 56 57	51 51 52 52 53	47 47 48 48 49	43 43 44 44 45	

\$393 and over

Use Table 8(a) for a **SINGLE person** on page 24. Also see the instructions on page 22.

### MARRIED Persons—DAILY Payroll Period

And the wa	ages are–				And the n	umber of wi	thholding al	lowances cla	imed is—			
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
								o be withheld			4-1	
\$ 0 39	\$39 42	\$0 1	\$0 0	0	\$0 0	\$0 0	\$0 0	0	\$0 0	\$0 0	\$0 0	\$0 0
42 45	45 48	1	0	0	0	0	0	0	0	0	0	0
48 51	51 54	2 2	0 0		0 0	0 0	0 0		0 0	0 0	0 0	0 0
54 57	57 60	2	1	0	0	0	0		0	0	0	0 0
60 63	63 66	2 3 3 3	1	0	0	0	0	0	0	0	0	0
66	69	3	2		0	0	0	0	0	0	0	0
69 72	72 75	4	2 3 3	1	0	0	0	0	0	0	0	0
75 78	78 81	4	3	2	0	0	0	0	0	0	0	0
81 84	84 87	5 5	3	1	0 1	0 0	0		0 0	0 0	0 0	0 0
87 90	90 93	6 6	4	3	1	0 0	0		0 0	0 0	0	0 0
93 96	96 99	6 6	5 5	3	2 2	0 0	0 0		0 0	0 0	0 0	0 0
99 102	102 105	7 7	5	4	2 2	1	0		0	0 0	0	0 0
105 108	108 111	7 7 8	6	4	3	1	0	0	0	0	0	0
111	114	8	6	5	3	2	0	0	0	0	0	0
114 117	117 120	9 9	7	55	4	2	1	0	0	0 0	0	0
120 123	123 126	10 10	7	6	4 5	3	1	0	0	0	0	0
126 129	129 132	11 11	8 9	1 1	5 5	3 4	2	1	0	0	0	0
132 135	135 138	12 12	9 10	7	5	4	2	1	0	0	0	0
138 141	141 144	12 13	10 11	8	6 6	4 5	3	1	0	0	0	0
144 147	147 150	13 14	11	9	7 7	5 5	4		0	0	0	0 0
147 150 153	150 153 156	14 14 15	12	10	7 7 8	5 6 6	4 4 4	3	1	0	0	0
156	159	15	13	11	8	6	5	3	2	0	0	0
159 162	162 165	16 16	13 14	11	9 9	7 7	5 5	4	2 2	0 1	0 0	0 0
165 168	168 171	16 17	14 15	12	10 10	7	6	4	3	1	0	0
171 174	174 177	17 18	15 16	1 1	10 11	8 9	6 7		3 3	2 2	0 0	0 0
177 180	180 183	18 19	16 16	14 14	11 12	9 9	7 7	5	4	2 3	1	0 0
183 186	186 189	19 20	17 17		12 13	10 10	8 8	6	4 5	3 3	1 2	0 0
189 192	192 195	20 21	18 18		13 14	11 11	9 9		5 5	3 4	2	0 1
192 195 198	198 201	21 21 21	19	16	14 14 14	12 12	9 10	7	6 6	4 4 4	2 2 3	1 1
201	204	22	20	17	15	13	10	8	6	5	3	2
204 207	207 210	22 23	20 20	18	15 16	13 14	11	9	6 7	5 5	3 4	2 2 2 3 3
210 213	213 216	23 24	21 21	19 19	16 17	14 14	12 12	10	7 8	6 6	4	2 3
216 219	219 222	24 25	22 22	20	17 18	15 15	13 13		8 8	6 6	5 5	
222 225	225 228	25 25	23 23	20 21	18 19	16 16	13 14	11 12	9 9	7 7	5 5	3 4 4
228 231	231 234	26 26	24 24	21	19 19	17 17	14 15	12	10 10	7 8	6 6	4 5
234 237	237 240	27 27	25 25	22 23	20 20	18 18	15 16		11 11	8 9	6 7	5 5 5
237 240 243	240 243 246	28 28	25 25 26	23	20 21 21	18 19	16 17	14	12	9 10	7 7 7	5 5 6
246	249 249	29	26	24	22	19	17			10	8	6 Page 43

### MARRIED Persons—DAILY Payroll Period

(For Wages Paid through December 31, 2015)

/	ages are-				And the r	umber of wi	thholding al	lowances cla	imed is—			
At least	But less	0	1	2	3	4	5	6	7	8	9	10
	than							o be withheld				
\$249 252 255 258 261	\$252 255 258 261 264	\$29 30 30 30 31	\$27 27 28 28 29	\$24 25 25 26 26	\$22 23 23 23 23 24	\$20 20 21 21 22	\$18 18 18 19 19	16 16 17	\$13 13 14 14 15	\$11 11 12 12 12	\$8 9 9 10 10	\$6 7 7 7 8
264 267 270 273 276	267 270 273 276 279	31 32 32 33 33	29 29 30 30 31	27 27 28 28 29	24 25 25 26 26	22 23 23 23 23 24	20 20 21 21 22	18 18 19	15 16 16 17 17	13 13 14 14 15	11 11 11 12 12	8 9 9 10 10
279 282 285 288 291	282 285 288 291 294	34 34 35 35	31 32 32 33 33	29 29 30 30 31	27 27 28 28 28	24 25 25 26 26	22 22 23 23 24	20 21 21	17 18 18 19 19	15 16 16 16 17	13 13 14 14 15	10 11 11 12 12
294 297 300 303 306	297 300 303 306 309	36 36 37 37 38	34 34 35 35	31 32 32 33 33	29 29 30 30 31	27 27 27 28 28	24 25 25 26 26	22 23 23	20 20 21 21 21	17 18 18 19 19	15 15 16 16 17	13 13 14 14 15
309 312 315 318 321	312 315 318 321 324	38 39 39 39 40	36 36 37 37 38	33 34 34 35 35	31 32 32 32 33	29 29 30 30 31	27 27 27 28 28 28	26	22 22 23 23 24	20 20 21 21 21	17 18 18 19 19	15 15 16 16 17
324 327 330 333 336	327 330 333 336 339	41 42 42 43 44	38 38 39 39 40	36 36 37 37 38	33 34 34 35 35	31 32 32 32 33	29 29 30 30 31	27 27 28	24 25 25 26 26	22 22 23 23 23 24	20 20 21 21	17 18 18 19 19
339 341 343 345 347	341 343 345 347 349	44 45 45 46 46	41 41 42 42 43	38 38 38 39 39	36 36 36 36 37	33 34 34 34 34	31 31 32 32 32	30	26 27 27 27 28	24 24 25 25 25	22 22 22 23 23	19 20 20 20 21
349 351 353 355 355	351 353 355 357 359	47 47 48 48 49	43 44 44 45 45	39 40 40 41 41	37 37 38 38 38	35 35 35 36 36	32 33 33 33 34	30 30 31 31	28 28 29 29	26 26 26 26 27	23 24 24 24 24 24	21 21 22 22 22
359 361 363 365 365	361 363 365 367 369	49 50 50 51 51	46 46 47 47 48	42 42 43 43 44	39 39 39 39 40	36 37 37 37 37 37	34 34 35 35 35	32 32 33	29 30 30 30 31	27 27 28 28 28	25 25 25 26 26	22 23 23 23 23 24
369 371 373 375 377	371 373 375 377 379	52 52 53 53 54	48 49 49 50 50	44 45 45 46 46	40 41 41 42 42	38 38 38 39 39	35 36 36 36 37	33 34 34	31 31 31 32 32	29 29 29 29 30	26 27 27 27 27	24 24 25 25 25
379 381 383 385 385	381 383 385 387 389	54 55 55 56 56	51 51 52 52 53	47 47 48 48 49	43 43 44 44 45	39 40 40 40 41	37 37 38 38 38	35 35 35 36	32 33 33 33 33 34	30 30 31 31 31	28 28 28 29 29	25 26 26 26 27
389 391 393 395 397	391 393 395 397 399	57 57 58 58 58 59	53 54 54 55 55	49 50 50 51 51	45 46 46 47 47	41 42 42 43 43	38 39 39 39 40	36 36 37 37	34 34 34 35 35	32 32 32 32 32 32 33	29 30 30 30 30	27 27 28 28 28 28
399 401 403 405 407	401 403 405 407	59 60 60 61 61	56 56 57 57 57	52 52 53 53 53	48 48 49 49 50	44 44 45 45 46	40 41 41 42	38 38 38 39	35 36 36 36	33 33 34 34 34 34	31 31 31 32 32	28 29 29 29 30

\$409 and over

Use Table 8(b) for a **MARRIED person** on page 24. Also see the instructions on page 22.

# How To Get Tax Help

Do you need help with a tax issue or preparing your tax return, or do you need a free publication or form?

**Preparing and filing your tax return.** Go to IRS.gov and click on the Filing tab to see your options.

**Getting answers to your tax law questions.** IRS.gov and IRS2Go are ready when you are—24 hours a day, 7 days a week.

- Enter "Tax Map" in the search box for detailed information by tax topic.
- Call TeleTax at 1-800-829-4477 for recorded information on a variety of tax topics.
- Access tax law information in your electronic filing software.
- Go to IRS.gov and click on the Help & Resources tab for more information.

**Tax forms and publications.** You can download or print most of the forms and publications you may need on *IRS.gov/formspubs*. Otherwise, you can:

- Go to <u>IRS.gov/orderforms</u> to place an order and have forms mailed to you, or
- Call 1-800-829-3676 to order current-year forms, in-structions, publications, and prior-year forms and in-structions (limited to 5 years).

You should receive your order within 10 business days.

#### Where to file your tax return.

- Go to IRS.gov and click on the Filing tab to see your electronic filing options.
- See your tax return instructions to determine where to mail your completed paper tax return.

**Understanding identity theft issues.** Go to <u>IRS.gov/</u> <u>uac/Identity-Protection</u> for information and videos.

**Making a tax payment.** You can make electronic payments online or by phone. Paying electronically is safe and secure. It's easy and secure and much quicker than mailing in a check or money order. Go to IRS.gov and click on the Payments tab or the "Pay Your Tax Bill" icon to make a payment using the following options.

- Debit or credit card.
- EFTPS.
- Check or money order.

What if I can't pay now? Click on the Payments tab or the "Pay Your Tax Bill" icon on IRS.gov to find more information about online payment agreements.

An <u>online payment agreement</u> determines if you are eligible to apply for an installment agreement if you cannot pay your taxes in full today. With the needed information, you can complete the application in about 30 minutes, and get immediate approval. **Understanding an IRS notice or letter.** Enter "Understanding your notice" in the search box on IRS.gov to find additional information about your IRS notice or letter.

**Visiting the IRS.** Locate the nearest Taxpayer Assistance Center using the Office Locator tool on IRS.gov. Enter "office locator" in the search box. Or choose the "Contact Us" option on the IRS2Go app and search Local Offices. Before you visit, use the Locator tool to check hours and services available.

**Watching IRS videos.** The IRS Video portal *IRSvideos.gov* contains video and audio presentations on topics of interest to individuals, small businesses, and tax professionals. You'll find video clips of tax topics, archived versions of live panel discussions and Webinars, and audio archives of tax practitioner phone forums.

**Getting tax information in other languages.** For taxpayers whose native language is not English, we have the following resources available.

- 1. Taxpayers can find information on IRS.gov in the following languages.
  - a. <u>Spanish</u>.
  - b. <u>Chinese</u>.
  - c. <u>Vietnamese</u>.
  - d. Korean.
  - e. <u>Russian</u>.
- 2. The IRS Taxpayer Assistance Centers provide over-the-phone interpreter service in over 170 languages, and the service is available free to taxpayers.

# The Taxpayer Advocate Service Is Here To Help You

# What is the Taxpayer Advocate Service?

The Taxpayer Advocate Service (TAS) is an **independ**ent organization within the Internal Revenue Service that helps taxpayers and protects taxpayer rights. Our job is to ensure that every taxpayer is treated fairly and that you know and understand your rights under the <u>Taxpayer Bill</u> of <u>Rights</u>.

# What Can the Taxpayer Advocate Service Do For You?

We can help you resolve problems that you can't resolve with the IRS. And our service is free. If you qualify for our assistance, you will be assigned to one advocate who will work with you throughout the process and will do everything possible to resolve your issue. TAS can help you if:

- Your problem is causing financial difficulty for you, your family, or your business,
- You face (or your business is facing) an immediate threat of adverse action, or

• You've tried repeatedly to contact the IRS but no one has responded, or the IRS hasn't responded by the date promised.

### How Can You Reach Us?

We have offices *in every state, the District of Columbia, and Puerto Rico*. Your local advocate's number is in your local directory and at *taxpayeradvocate.irs.gov*. You can also call us at 1-877-777-4778.

# How Can You Learn About Your Taxpayer Rights?

The Taxpayer Bill of Rights describes ten basic rights that all taxpayers have when dealing with the IRS. Our Tax

Toolkit at <u>taxpayeradvocate.irs.gov</u> can help you understand <u>what these rights mean to you</u> and how they apply. These are **your** rights. Know them. Use them.

### How Else Does the Taxpayer Advocate Service Help Taxpayers?

TAS works to resolve large-scale problems that affect many taxpayers. If you know of one of these broad issues, please report it to us at *irs.gov/sams*.

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To help us develop a more useful index, please let us know if you have ideas for index entries. See "Comments and Suggestions" in the "Introduction" for the ways you can reach us.

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