

Step 1. Adjust the employee's wage amount

1a Enter the employee's total taxable wages this payroll period	\$203.00
1b Enter the number of pay periods you have per year (see Table 3)	26
1c Multiply the amount on line 1a by the number on line 1b	\$5,278.00

If the employee HAS submitted a Form W-4 for 2020 or later, figure the Adjusted Annual Wage Amount as follows:

1d Enter the amount from Step 4(a) of the employee's Form W-4	0
1e Add lines 1c and 1d	\$5,278.00
1f Enter the amount from Step 4(b) of the employee's Form W-4	0
1g If the box in Step 2 of Form W-4 is checked, enter -0-. If the box is not checked, enter \$12,900 if the taxpayer is married filing jointly or \$8,600 otherwise	\$8,600.00
1h Add lines 1f and 1g	\$8,600.00
1i Subtract line 1h from line 1e. If zero or less, enter -0-. This is the Adjusted Annual Wage Amount	\$3,322.00

If the employee HAS NOT submitted a Form W-4 for 2020 or later, figure the Adjusted Annual Wage Amount as follows:

1j Enter the number of allowances claimed on the employee's most recent Form W-4	1
1k Multiply line 1j by \$4,300	\$4,300.00
1l Subtract line 1k from line 1c. If zero or less, enter -0-. This is the Adjusted Annual Wage Amount	\$978.00

Step 2. Figure the Tentative Withholding Amount based on the employee's Adjusted Annual Wage Amount; filing status (Step 1(c) of the 2020 Form W-4) or marital status (line 3 of Form W-4 from 2019 or earlier); and whether the box in Step 2 of 2020 Form W-4 is checked. Note. Don't use the Head of Household table if the Form W-4 is from 2019 or earlier.

2a Enter the employee's Adjusted Annual Wage Amount from line 1i or 1l above	\$978.00
2b Find the row in the appropriate Annual Percentage Method table in which the amount on line 2a is at least the amount in column A but less than the amount in column B, then enter here the amount from column A of that row	\$0.00
2c Enter the amount from column C of that row	\$0.00
2d Enter the percentage from column D of that row	0%
2e Subtract line 2b from line 2a	\$978.00
2f Multiply the amount on line 2e by the percentage on line 2d	\$0.00
2g Add lines 2c and 2f	\$0.00
2h Divide the amount on line 2g by the number of pay periods on line 1b. This is the Tentative Withholding Amount	\$0.00

Step 3. Account for tax credits

3a If the employee's Form W-4 is from 2020, enter the amount from Step 3 of that form; otherwise enter -0-	\$2,000.00
3b Divide the amount on line 3a by the number of pay periods on line 1b	\$76.92
3c Subtract line 3b from line 2h. If zero or less, enter	-\$76.92

Step 4. Figure the final amount to withhold

4a Enter the additional amount to withhold from the employee's Form W-4 (Step 4(c) of the 2020 form or line 6 on earlier forms)	0
4b Add lines 3c and 4a. This is the amount to withhold from the employee's wages this pay period	-\$76.92