

NOTE: If EP does not receive a 2021 W4 for a new employee, we'll default to the IRS requirement of 'Single'. Try out the IRS Tax Estimator: <https://apps.irs.gov/app/tax-withholding-estimator> Before logging on to the Tax Estimator, have your recent Federal Tax return and a few recent check stubs!

Form W-4 (Rev. December 2020) Department of the Treasury Internal Revenue Service	Employee's Withholding Certificate	OMB No. 1545-0074
<p>Only steps 1 and 5 are required. Steps 2, 3, are optional</p> <p>You can withhold the correct federal income tax from your pay. Fill in W-4 to your employer. Your employer is subject to review by the IRS.</p>		2021
Step 1: Enter Personal Information	<p>(a) First name and middle initial _____ Last name _____</p> <p>Address _____</p> <p>City or town, state, and ZIP code _____</p> <p>(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying widow(er) <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)</p>	(b) Social security number _____
Head of Household is new		<p>► Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov.</p>

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at www.irs.gov/W4App, and privacy.

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Step 2: Multiple Jobs or Spouse Works
Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.
Do only one of the following.

This option is roughly accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld, and this extra amount will be larger the greater the difference in pay is between the two jobs.

- (a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4); or
 - (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or
 - (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld
- TIP:** To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be based on the Form W-4 for the highest paying job.)

Leave Step 3 blank if you are a high wage earner

Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents	If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):		
	Multiply the number of qualifying children under age 17 by \$2,000	\$ _____	Replaces the # of dependents on the old form
	Multiply the number of other dependents by \$500 Older child, qualifying adult	\$ _____	This amt may NOT equal the total of the 2 lines listed, you may add 'other' credits!
	Add the amounts above and enter the total here	3 \$ _____	
Step 4 (optional): Other Adjustments	(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income	+4(a) \$ _____	Decreases withholding
	(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here	+4(b) \$ _____	Increases withholding
	(c) Extra withholding. Enter any additional tax you want withheld each pay period	+4(c) \$ _____	Use the Tax Estimator OR the amount of tax refund (forced savings acct?)
	Write in NRA or EXEMPT here AND ONLY fill in Steps 1 and 5		

Step 5: Sign Here
Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

With no signature, default is Single

Employee's signature (This form is not valid unless you sign it.) _____ Date _____

Employers Only

Employer's name and address Entertainment Partners is the Employer	First date of employment	Employer identification number (EIN)
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