



Vihrtual provides HR services to employers of all sizes. If you need support with your HR function and are interested in learning more about our services, please go to www.vihrtual.com. We would love the opportunity to learn how we might be able to best serve you.

Question:

Several employees have been asking me to send them a new W-4 form. Can they make a change at any time or only at the beginning of a calendar year?

Answer:

Employees may submit a new W-4 form at any time throughout the calendar year. Reasons may include changing filing status due to a marriage or divorce, changing work status of a spouse, adding a depending due to the birth of a child, increasing/decreasing extra withholding, etc. However, an employee can generally change their withholding at any time for any reason. Employers are required to put these changes into effect no later than the start of the first payroll period ending on or after the 30th day from the date you received the form.

Although you can't require an employee to submit a new W-4 form each year, the IRS encourages employers to remind employees before December 1 each year to submit a new W-4 form if their withholding status has changed or will change for the next year.

As a reminder, the IRS released a new Form W-4 for 2020. All new employees hired on January 1, 2020, or after should be completing the new version. Employees hired prior to January 1, 2020, are not required to complete the new form but may choose to adjust their withholding based on the new form.

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