## Sample article for organizations to use to reach customers (311 word count)

Customize and post the following article on your websites and/or use in other communication vehicles that explains using the IRS Withholding Calculator to help manage your earnings.

## Use the IRS Withholding Calculator to adjust your withholding

When your federal tax return is completed, you may discover that you'll either receive a tax refund or owe money. If either of these amounts is substantial, it's probably time for you to review your withholding election. If you owe a large amount of tax, you may need to increase the amount of taxes being withheld from each paycheck you receive. If you receive a large refund, you may choose to reduce the amount of taxes being withheld from your paychecks.

In both cases, your ultimate goal is to get as close to a zero balance as possible. If you find that you owe a large amount of tax, adjusting your Form W-4, Employee's Withholding Allowance Certificate, for additional withholdings will mean a little *less* take-home pay in each paycheck, but will eliminate the need to pay taxes. And, if you receive a large refund, a reduction in the amount you have withheld will mean a little *more* take-home pay in each paycheck to help with day-to-day living expenses.

Examples of events that can have a significant impact on your tax liability and may require an adjustment to your withholding or the number of exemptions you claim on your **Form W-4** include:

- a change in your marital status,
- a birth or death of a dependent or
- an adoption.

Regardless of your reasons for choosing to review or change your withholding, the IRS provides an excellent interactive online tool to help you make the most informed decision. The <a href="IRS">IRS</a>
<a href="Withholding Calculator">Withholding Calculator</a>
can help you decide what elections you should make on the Form W-4 that you provide to your employer. You'll need timely information with regard to your income, current withholding, dependents and marital status.

If you'd rather use a paper worksheet, the <u>IRS Publication 919</u>, How Do I Adjust My Tax Withholding, is available at <u>IRS.gov</u>.

**NOTE TO EDITOR:** Below are helpful resources on IRS.gov.

IRS Withholding Calculator - can help determine whether to give an employer a new Form W-4, Employee's Withholding Allowance Certificate to avoid having too much or too little Federal income tax withheld from a paycheck. The results from the calculator can help fill out the form.

## On Twitter? Send these tweets.

Use IRS Withholding Calculator to Adjust Your Withholding

Marriage, children, or other life-changing event? It may be a good idea to adjust your #IRS #tax withholding http://go.usa.gov/rvfk