

Sample article for organizations to use to reach customers (320 word count)

Customize and post the following article on your websites and/or use in other communication vehicles to inform your readers about how to adjust their withholding.

Use *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 substantial amount of tax, you may need to increase the amount of taxes being withheld from each paycheck you receive. If you are receiving a substantial refund, you may elect to reduce the amount of taxes being withheld from your paychecks.

In both cases, the ultimate goal is to get as close to a zero balance at the end of the year as possible. If you find that you owe a significant amount of tax at the end of the year, adjusting your Form W-4 for additional withholding will mean a little less take home pay in each paycheck, but it will eliminate the need to pay taxes at the end of the year. And if you receive a very large refund, a reduction in the amount 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 require an adjustment to withholding or the number of allowances that you claim on your [Form W-4](#) include:

- Change in marital status
- Loss of a dependent
- Birth or adoption of a child

Regardless of your reasons for choosing to review or change your withholdings, IRS provides an excellent interactive online tool to help you make the most informed decision. The [IRS Withholding Calculator](#) can help you decide what elections you should be making on the Form W-4 that you provide to your employer. You will need timely information about your income, current withholding, dependents and marital status.

If you'd rather use a paper worksheet, the IRS Publication 505, [Tax Withholding and Estimated Tax](#), is available at [IRS.gov](#).

NOTE TO EDITOR: *Below are links to more information about the IRS Withholding Calculator on IRS.gov.*

[IRS Withholding Calculator](#) IRS.gov webpage with a [direct link](#) to the calculator

IRS YouTube: [Tax Tip: Withholding Calculator](#)

Sample Tweets to help you spread the word:

Use #IRS calculator <http://go.usa.gov/Eja> to adjust your #tax_withholding

Could you owe money to the IRS at tax time? Use the #IRS #Withholding Calculator to plan ahead!
<http://go.usa.gov/am8> #tax #taxes #incometax

Counting on a big #tax refund next year? Use the #IRS #Withholding Calculator to see if you're on the right track! <http://go.usa.gov/am8>