

SAMPLE LETTER TO MINISTRY EMPLOYEES

To: (all employees or individually named employees)

From: (your name here)

Date: (fill in as appropriate)

Re: 2020 Form W-4 Changes

(your ministry name) wants you to know about changes to the **Form W-4 Employee's Withholding Certificate**. The revised 2020 form is very different from previous versions.

The Internal Revenue Service (IRS) is not requiring existing employees to complete the revised form. However, we will require new employee hires in 2020 to complete the revised form. Current employees making a change to withholdings also will be required to complete the new form.

We recommend you perform a "paycheck checkup" even if your tax situation has not changed. New tax codes or personal life events could mean you need to adjust your withholding amount.

To conduct the checkup, use the **IRS Tax Withholding Estimator** at irs.gov/W4App. Gather these items before you begin: 1) a copy of your most recent pay stub, 2) a recent pay stub from your spouse if applicable, and 3) your most recent tax return.

NOTE: Withholding will continue based on your previously submitted form if you choose not to submit a new Form W-4.

Before completing the 2020 Form W-4, please read the instructions that are included with the form at irs.gov/pub/irs-pdf/fw4.pdf. **You must complete Steps 1 and 5. Steps 2, 3, and 4 are optional**, but will help ensure your federal income tax withholding will more accurately match your tax liability.

The IRS takes your privacy seriously. It offers instructions with the form to help ensure your privacy if you are worried about reporting income from multiple jobs or other sources. See the "Your privacy" section of the General Instructions included with the new form. You also can enter an additional withholding amount in Step 4 by using the Tax Withholding Estimator.

The IRS also has answered **Frequently Asked Questions** about the revised Form W-4 at irs.gov/newsroom/faqs-on-the-2020-form-w-4.

Blessings,

[your signature]