

W-4 PROCEDURES

Employees must complete a W-4 form so that the payroll department can withhold the correct federal income tax from wages. For 2020, the Internal Revenue Service has revised Form W-4: Employee's Withholding Certificate. In addition to general formatting changes, you will find that withholding allowances will no longer be used to increase or decrease withholding. After December 2019, any withholding changes will occur using the revised form to provide the employer with an increase or decrease amount for wages subject to income tax withholding.

You are not required to submit a new 2020 Form W-4. However, it may be in your best interest to review the new version as well as the redesigned tools on the IRS Website to determine if you would benefit from completing a new form. Please consult a tax advisor with any questions regarding withholding.

W4 information may be updated online through the Employee Portal folder on the SSO (select Tax Information) or with a printed form found on the [IRS website](#). Forms are also available in the payroll department. A new properly executed form will replace all prior forms received.

Please see IRS.gov/W4 for additional information on Form W-4 such as:

- FAQs (<https://www.irs.gov/newsroom/faqs-on-the-2020-form-w-4>)
- Tax Withholding Estimator program (<https://www.irs.gov/individuals/tax-withholding-estimator>)

MEDICARE TAX INFORMATION

Employees hired by Conroe ISD after March 31, 1986 are required to contribute 1.45 percent of their gross pay to the Medicare program operated by the Social Security Administration.