

## Tax Withholdings – March 18, 2024

### The IRS W-4 Form

As people are filing their income tax returns, sometimes questions about the W-4 arise. The form is a document employees must complete so that an employer can withhold money from wages for the purposes of sending income taxes to the IRS in a pay-as-you-earn way. **Withholdings are based on reported status and any other adjustments employees decide to include on the form.**

When completing the W-4, employees need to consider a variety of things based on their number of dependents, tax credits, filing status, changes in income, other sources of income, and other factors. Payroll officers can help employees by explaining the W-4 form and providing information, but they are not allowed to influence employees' responses or to complete the forms for others. **Employees can change the W-4 as often as they would like** and can use the paycheck simulator within the employee self-service module.

### The Regional Income Tax Agency (RITA)

For additional information about municipal income taxes, please visit the Ohio Regional Income Tax Agency (RITA) website. The following link will direct you to a tax tool to assist in your estimated residential income tax liability.

<https://eservices.ritaohio.com/webtax/fastfiling/quickcalc>