

Checking your withholding is a **smart choice** that can help you reach your goals.  
Here are some ideas to help you make **smart choices** about...

# CHANGING YOUR WITHHOLDING

**Withholding** is how you pay taxes on income during the year. Get help picking the amount that's right for you.

## Do you qualify to have *no federal taxes withheld*?

Did you get all your withholding back (because you owed no tax) on last year's federal return? Do you expect to owe no tax on this year's return?

If you can answer, "Yes" on both questions, you have the right to **claim "exempt"** on line 7 of a **new W-4**. This will stop federal taxes from being taken out.

**Ask at work for a new W-4.**

## Do you want less taken out?

Wait! Don't claim "**zero**" to have less taken out!  
Claiming "o" causes **more, not less** taxes to be taken out!

To have less taken out, increase the number of allowances you claim on line 5 of a new W-4.

**Ask for a new W-4 at work.**

## Need to have more taken out to keep from owing?

😊 To have more taken out, **decrease** the number of allowances you claim on line 5 of a new W-4.

😊 Ask for a new W-4 at work. **Then get help picking the number that's right for you!**

**TIP:** After changing your withholding with a new W-4, always check your next pay stub to **make sure the amount you want** is being taken out!

To check your withholding online, go to **www.irs.gov**, select the "Individuals" tab, select "IRS Withholding Calculator."

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All **Smart Choices** tips can be found at **www.Mass211.org**

All figures are based on 2010 tables, and are subject to change.

