

2020 W-4 Changes:

Frequently Asked Questions



In 2020 the W-4 underwent some serious changes. That's why we've collected the most frequent questions and had our HR experts answer them.

Q: Who must complete Form W-4?

A: Beginning in 2020, all new employees must use the redesigned Form W-4. Employers may ask their employees hired before 2020 to submit a new Form W-4, but employees are not required to submit a new form merely because of the redesign. Employers will continue to compute withholding based on the information from the employee's most recently submitted Form W-4. If an employee hired prior to 2020 wishes to adjust withholding, the employee must use the redesigned form.

Q: When and where will Form W-4 be available?

A: You can locate the Form W-4 [here](#). Within Paycor applications, the employee tax page will reflect the updated W-4 fields.

Q: Can this form be completed electronically? If so, where do I do this?

A: For Paycor customers, an employee is able to complete the form requirements during the onboarding process or within the employee tax page of our payroll platform. The IRS has a fill-in version of Form W-4 on their website for employees to complete.

Q: Should we be asking employees to complete a new 2020 W-4?

A: Yes, you may ask your employees to complete a new Form W-4 but it is not required unless they are hired January 1, 2020 or after; or if they make changes to withholding for the current tax year; or if they filed exempt for the previous tax year.

Q: Are there 2020 W-4 forms for states too?

A: Yes. However, this is not a new requirement as most states have maintained their own income tax withholding forms for many years.

Q: What happens if employers don't begin using the 2020 W-4?

A: The employer is required to use the 2020 Form W-4 for any new hires or employee changes January 1, 2020 or after. The IRS at any time could request a copy of the employees completed Form W-4 for validating tax withholding.

Q: For people who speak little to no English, how can they complete this complicated form?

A: The IRS website ([irs.gov](https://www.irs.gov)) has forms and instructions in multiple languages, and it is expected that the 2020 Form W-4 will be available in multiple languages as well.

Q: Are there penalties for not filling out the 2020 version of the W-4?

A: It is not a form that is filed with the IRS. The Form W-4 is used by employees to estimate the federal income tax withholding during a given tax year. <https://www.irs.gov/pub/irs-dft/fw4--dft.pdf>

Q: We hire temporary freelance W-2 workers and do not know what their yearly amounts will be. How are they supposed to address this new form?

A: The IRS encourages employees to use the Withholding Estimator at <https://www.irs.gov/individuals/tax-withholding-estimator>. This tool will assist them in completing the form based on their specific tax information.

Q: When employees ask, “why is there a new form?” and “what is changing?” what is the best answer?

A: Employers should encourage employees to reference the IRS FAQs at <https://www.irs.gov/newsroom/faqs-on-the-draft-2020-form-w-4> as these questions are addressed by the agency.

How Paycor Can Help

Paycor is committed to helping HR and business leaders prepare for and comply with ever-changing rules and regulations. Since 1990, we have maintained a core expertise in payroll and compliance, establishing our expertise in the Cincinnati tri-state area, one of the most complex tax jurisdictions in the country. Contact our team today to learn how we can help your business see around corners and maintain compliance.

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