



## “What's up” in Payroll

It's the beginning of the year and you may be wondering should I change my W4 allowances to maximize my take home pay. There are several tools that are available that will allow you to work through the calculation process.

The Withholding Calculator can help you determine whether you need to give your employer a new [Form W-4](#), *Employee's Withholding Allowance Certificate* to avoid having too much or too little Federal income tax withheld from your pay. You can use your results from the calculator to help fill out the form.

### Who Can Benefit From The Withholding Calculator?

- Employees who would like to change their withholding to reduce their tax refund or their balance due;
- Employees who may need to increase their withholding due to the [Making Work Pay](#) provision in the [American Recovery and Reinvestment Act of 2009](#), that caused changes to the federal income tax withholding tables and may result in too little tax being withheld;

### Tips for Using This Program

- Have your most recent pay stubs handy.
- Have your most recent income tax return handy.
- Estimate values if necessary, remembering that the results can only be as accurate as the input you provide.

### Change your Withholdings:

1. Use your results from this calculator to help you complete a new [Form W-4](#), *Employee's Withholding Allowance Certificate*.
2. Submit the completed Form to your payroll department at XMi Human Resource Solutions.

**IRS Tax Calculator website:** Copy and paste the link then follow the steps

1. <http://www.irs.gov/individuals/page/0,,id=14806,00.html>