

# Chapter 2

## Data File 2-1 Completing a W-4

**Directions:** Perform the following steps to complete a W-4 form.

1. Marcus Clark just got a new job. His employer requested he complete a W-4 form. Go to the Internal Revenue Service (IRS) website ([www.irs.gov](http://www.irs.gov)) and download a W-4 form.

2. Complete the Personal Allowances Worksheet section of the W-4. Use the following information.

- Marcus Clark has one job and is not claimed by anyone else as a dependent
- he is single
- zero dependents
- no dependent care expenses
- Marcus qualifies as head of household

3. Complete the Employee's Withholding Allowance Certificate portion of the W-4. Use the following information.

Name: Marcus A. Clark

Address: 181 First Street, Youton, IL 60000

Social Security Number: 123-45-6789

4. Ask your instructor where to save your files. This could be on the school's network or a flash drive of your own. Name your completed form *FirstnameLastname\_Activity2-1.pdf* (i.e., JohnSmith\_Activity2-1.pdf).