Chapter 3

Activity 3-2 Completing a Form W-4

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

1. Marcus Clark just got a new job. His employer requested he complete a Form W-4. Visit the Internal Revenue Service (IRS) website (www.irs.gov) and download a Form W-4.

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.

• He has zero dependents.

• He does not have any 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*\_Activity03-02.docx (i.e., JohnSmith\_Activity03-02.docx).