



Payroll Services
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Date: December 20, 2019

TO: All Employees

From: Payroll Services

RE: 2020 IRS Form W-4 Employee's Withholding Certificate

The IRS has released the 2020 Form *W-4 Employee's Withholding Certificate* which is very different from previous versions of the form. Current employees are not required to complete a new form unless you wish to make withholding changes during 2020. The IRS has designed the tax withholding tables to work with both the new and prior forms so if a new form is not submitted, withholding will continue based on your previously submitted form.

Even though it is not required that current employees complete the revised form, and even if your tax situation has not changed, it is recommended you perform a "paycheck check-up" to see if you need to make adjustments to your current withholding. To conduct this "check-up", you can use the IRS's [Tax Withholding Estimator](#). It will be helpful to have a copy of your most recent pay stub and tax return when using the estimator. You may also choose to consult with your tax professional to see if you need to make adjustments based on your tax situation. Please note that Payroll Services cannot provide tax advice to employees.

The IRS has published [Frequently Asked Questions](#) that you may find helpful or visit www.IRS.gov.

The [Payroll Services](#) website contains links to the IRS information and to the 2020 Form W-4. For assistance or information, please contact the Aggie Service Center at 575-646-2000 or asc@nmsu.edu.