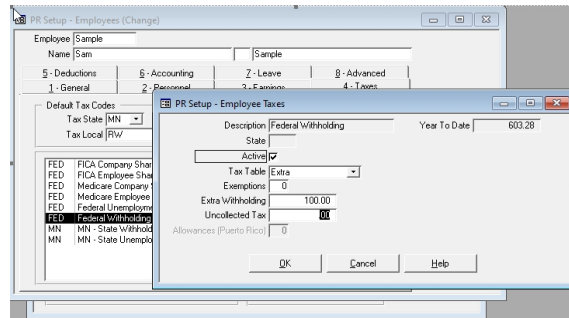


Manually Calculate Federal Income Tax Withholding for the 2020 Form W-4

Document #:	3401	Product:	Red Wing Payroll
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Salaried Employees

1. Use the [IRS Income Tax Withholding Assistant for Employers](#) to manually calculate the amount of Federal income tax to withhold from the employee wages.
2. Select **Payroll > Setup > Employees**.
3. Select the **Taxes** tab.
4. Select **Federal Withholding** and then click **Change**.
5. In the **Tax Table** box, select **Extra**.
6. In the **Extra Withholding** box, enter the amount of the manually calculated Federal Withholding from the IRS Income Tax Withholding Assistant for Employers.



Hourly Employees

1. Use the [IRS Income Tax Withholding Assistant for Employers](#) to manually calculate the amount of Federal income tax to withhold from the employee wages.
2. Select **Payroll > Check Writing > Enter Pay**.
3. After entering hours, click **Recalculate**.
4. In the **Fed Tax** box, enter the amount of the manually calculated Federal Withholding from the IRS Income Tax Withholding Assistant for Employers.

