

Office of State Uniform Payroll  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



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COMMISSIONER OF ADMINISTRATION

December 16, 2019

Updated by OSUP Memorandum #[2021-04](#)

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2020-32

TO: LaGov HCM Paid Agency Human Resources  
and Employee Administration Staff

FROM: Andrea P. Hubbard  
Director

SUBJECT: 2020 Form W-4 and Employer Instructions -  
Update to OSUP Memorandum #[2020-09](#)

The [2020 Form W-4, Employee's Withholding Certificate](#), was officially released on December 5, 2019. The new 2020 Form W-4 is drastically different than previous versions of the form. Revisions to the Form W-4 were needed due to the passage of the 2017 Federal Tax Cuts and Jobs Act, which suspended the use of withholding allowances to calculate individual federal tax liability. The 2020 form will use the employee's filing status and dollar amounts provided by the employee to calculate withholding instead of using allowances. The Internal Revenue Service (IRS) has designed the new withholding tables to work with both the 2020 form and prior year forms. Agencies should advise their employees of the following:

- The IRS is **not** requiring all employees to complete a new Form W-4.
- The new Form W-4 will be required for all new hires beginning January 1, 2020 and for employees who wish to make changes to their withholding on or after January 1, 2020.
- New employees who are hired in 2020 and fail to submit a Form W-4 will be treated as Single or Married filing separately with no adjustments to withholding.
- Employees hired prior to 2020 who do not submit a 2020 Form W-4 will continue to have withholding calculated based on their previously submitted form.

- Employees can still file exempt from federal withholding if they meet the IRS criteria for the exemption. Employees should review the form instructions for assistance. Employees cannot claim exempt via LEO; they must complete a paper Form W-4 and submit it to Human Resources for entry. They must write "Exempt" in the space below 4(c) of the Form W-4.
- Nonresident Alien employees should review Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing the new form.

Employees who submit a 2020 [Form W-4](#) must complete steps 1 and 5 for the form to be valid. Steps 2, 3, and 4 are optional, but completing them will help ensure the employee's federal withholding more accurately matches their tax liability. The IRS continues to urge employees to perform a paycheck check-up periodically to see if adjustments are needed to current withholding. To conduct the paycheck check-up, employees should use the IRS [Tax Withholding Estimator](#). The estimator will help employees identify their tax withholding to determine if the right amount of tax is being withheld from their paychecks. The withholding estimator is likely to be updated with the 2020 tax tables in early January.

The IRS has created some helpful tools by publishing a [frequently asked questions](#) page and a training [video](#) to assist employers and employees in understanding the new form and how to use it to compute withholding. Agency personnel should become familiar with the new Form W-4 and these tools and advise employees about them as well. Attached is a sample letter that should be forwarded to all employees to assist them in making informed decisions when completing the form. Agencies should modify the letter to include the agency's official letterhead, current date, agency contact information, and any other agency specific information.

A third draft of [Publication 15-T](#), Federal Income Tax Withholding Methods, has been released. The publication provides the computation for employers to use in the calculation of federal withholding for the new 2020 Form W-4 and Forms W-4 prior to 2020. The Percentage Method and Wage Bracket Method computations for withholding did not change from the second draft. This draft expands on the first two drafts by discussing alternative methods of withholding and withholding on pensions and annuities. The IRS continues to stress that the tables and amounts in the draft are for information and testing only, as the official numbers for 2020 have not yet been released.

Programming changes have been made to LaGov HCM Infotype 0210, Withholding Info W4/W5 US, to accommodate the new form for records with a 01/01/20 or later date. Additional information regarding those changes are forthcoming. Until additional tools are available, agencies can click on a field in the IT 0210 record and press F1. This will provide system generated information to assist in completing the IT 0210 record. Tax withholding changes through LEO have been temporarily suspended until system enhancements are complete. Employees who want to make a change to their withholding will need to submit a paper form to Human Resources for data entry. Additional information regarding the LEO changes will be provided when available.

For guidance on how to set up Infotype 0210 records and LEO questions, please contact the LaGov HCM Help Desk via a [LaGov HCM web ticket](#). For any additional questions,

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contact a member of the OSUP Wage and Tax Administration Unit at [\\_DOA-OSUP-WTA@la.gov](mailto:_DOA-OSUP-WTA@la.gov) or (225):

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[Attachment](#)