

## 2018 IRS Federal Tax Withholding Calculator

The IRS has published this tax calculator to help you:

- Estimate your 2018 federal tax liability with the tax law changes.
- Determine whether your current W-4 withholding elections could result in over or under withheld federal tax.

Calculating the proper federal and state withholdings is the employee's responsibility. There are many changes in the new tax law. Many of those changes won't be visible to you until early 2019 when you file your 2018 tax return. Using this calculator may help you avoid surprises next year.

### Tips for using the IRS Calculator effectively:

- Allow time to gather the information you need – You'll need your most recent payslip, your last payslip from December 2017 and your 2017 tax return, including Schedule A if you itemize deductions.
- Calculate your earnings and deductions correctly – please follow the checklists in this document to assist you in recording accurate estimates of earnings and pre-tax deductions.
- Remember that the amount is an estimate – Your actual tax liability amounts may differ from the amount that the calculator shows. A Tax Advisor may be able to provide you with more accurate figures.

[Salaried/Exempt Employees Click Here](#)

[Hourly/NonExempt Employees Click Here](#)

## Salaried / Exempt Employees:

### General Information:

- If you contributed to the 401(k) or 5% or 8% Automatic Contribution, check the 'tax-deferred retirement plan' box on the calculator.
- If you have medical, dental, HSA, commuter or dependent care deductions, check the 'cafeteria or other pre-tax plan' box
- If you are married and file a joint return, please have your spouse's information also.

[Click here for the IRS Withholding Calculator](#)

[Click here for FAQs about using the IRS Withholding Calculator](#)

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## Salaried / Exempt Employee Checklist – Page 1 of 2:

IRS Calculator Item	What to Include	Where to find it	Special Notes												
Gross Wages, Salary and Tops expected in 2018	<ul style="list-style-type: none"> <li>Regular Earnings x 26 (24 for Of Counsel)</li> <li>Transportation Allowance x 12</li> </ul>	Your most recent 2018 Payslip <table border="1"> <thead> <tr> <th>Earnings</th> <th>rate</th> <th>hours</th> <th>this period</th> </tr> </thead> <tbody> <tr> <td>Regular</td> <td>79,5000</td> <td>80.00</td> <td>6,000.00</td> </tr> <tr> <td>Trans Allow</td> <td></td> <td></td> <td>130.00</td> </tr> </tbody> </table>	Earnings	rate	hours	this period	Regular	79,5000	80.00	6,000.00	Trans Allow			130.00	In this example: \$6000 x 26 plus \$130 x 12  This slightly overstates your 2018 income.
Earnings	rate	hours	this period												
Regular	79,5000	80.00	6,000.00												
Trans Allow			130.00												
Bonuses you expect to receive	Enter your 2018 bonus	Your most recent 2018 Payslip <table border="1"> <thead> <tr> <th>Earnings</th> <th>rate</th> <th>hours</th> <th>this period</th> <th>year to date</th> </tr> </thead> <tbody> <tr> <td>Discret Bonus</td> <td></td> <td></td> <td></td> <td>3,500.00</td> </tr> </tbody> </table>	Earnings	rate	hours	this period	year to date	Discret Bonus				3,500.00	Year to Date column		
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2018 contributions to a tax-deferred retirement plan	<ul style="list-style-type: none"> <li>Auto Contribution</li> <li>401(k) Percentage</li> </ul>	Your last payslip from December 2017 as an estimate	If you have increased your contributions in 2018, enter your estimated 2018 contributions												
2018 contributions to cafeteria or other pre-tax plan	<ul style="list-style-type: none"> <li>Medical premiums</li> <li>Dental premiums</li> <li>HSA</li> <li>Pre-tax Parking/Transit</li> <li>Dependent Care</li> </ul>	Your last payslip from December 2017 as an estimate	If you have increased your contributions in 2018, enter your estimated 2018 contributions.												
Federal Income Tax withheld to date	Federal Income tax amount	Your most recent 2018 Payslip – Year to Date column													
How frequently you are paid	<ul style="list-style-type: none"> <li>Every 2 weeks</li> <li>Twice a month (Of Counsel only)</li> </ul>														

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## Salaried / Exempt Employee Checklist – Page 2 of 2:

IRS Calculator Item	What to Include	Where to find it	Special Notes
Nonwage Income	<ul style="list-style-type: none"> <li>Other income, dividends, interest</li> </ul>	2017 Tax Return	
Adjustments	Enter this ONLY if you make additional pre-tax contributions outside of payroll deductions	2017 Tax Return	
Medical and Dental Expenses	Unless you have significant out-of-pocket expenses not paid by insurance, this will not apply to you		
Taxes You Paid	<ul style="list-style-type: none"> <li>State taxes</li> <li>Local City taxes</li> <li>Property taxes</li> </ul>	2017 Tax Return for estimated amount	
Interest You Paid	<ul style="list-style-type: none"> <li>Mortgage interest, subject to restrictions</li> </ul>	2017 Tax Return for estimated amount	
Gifts to Charity	<ul style="list-style-type: none"> <li>Charitable contributions</li> </ul>	2017 Tax Return for estimated amount	

## Hourly / NonExempt Employees:

### General Information:

- If you contributed to the 401(k) or 5% or 8% Automatic Contribution, check the 'tax-deferred retirement plan' box on the calculator.
- If you have medical, dental, HSA, commuter or dependent care deductions, check the 'cafeteria or other pre-tax plan' box
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## Hourly / NonExempt Employee Checklist – Page 1 of 3:

IRS Calculator Item	What to Include	Where to find it	Special Notes																																																																						
Gross Wages, Salary and Tops expected in 2018	<ol style="list-style-type: none"> <li>1. Take your 2017 Total Gross Pay</li> <li>2. Subtract your 2017 Bonus</li> <li>3. Add or estimate your 2018 raise percentage</li> </ol>	<p>Your last payslip in December 2017</p> <table border="1"> <thead> <tr> <th>Earnings</th> <th>rate</th> <th>hours</th> <th>this period</th> <th>year to date</th> </tr> </thead> <tbody> <tr> <td>Regular</td> <td>31.8800</td> <td>69.00</td> <td>2,199.72</td> <td>56,125.21</td> </tr> <tr> <td>Pto</td> <td>31.8800</td> <td>11.00</td> <td>350.68</td> <td>6,324.47</td> </tr> <tr> <td>Overtime</td> <td></td> <td></td> <td></td> <td>154.24</td> </tr> <tr> <td>Admin Paid</td> <td></td> <td></td> <td></td> <td>109.38</td> </tr> <tr> <td>Discret Bonus</td> <td></td> <td></td> <td></td> <td>1,900.00</td> </tr> <tr> <td>Holiday Pay</td> <td></td> <td></td> <td></td> <td>2,275.20</td> </tr> <tr> <td>Jury Duty</td> <td></td> <td></td> <td></td> <td>765.12</td> </tr> <tr> <td>Ltd</td> <td></td> <td></td> <td></td> <td>289.44</td> </tr> <tr> <td>Office Close</td> <td></td> <td></td> <td></td> <td>46.88</td> </tr> <tr> <td>Retro Pay</td> <td></td> <td></td> <td></td> <td>254.05</td> </tr> <tr> <td>Soft Closure</td> <td></td> <td></td> <td></td> <td>347.54</td> </tr> <tr> <td>Trans Allow</td> <td></td> <td></td> <td></td> <td>1,680.00</td> </tr> <tr> <td><b>Gross Pay</b></td> <td></td> <td></td> <td><b>\$2,550.40</b></td> <td>70,271.53</td> </tr> </tbody> </table>	Earnings	rate	hours	this period	year to date	Regular	31.8800	69.00	2,199.72	56,125.21	Pto	31.8800	11.00	350.68	6,324.47	Overtime				154.24	Admin Paid				109.38	Discret Bonus				1,900.00	Holiday Pay				2,275.20	Jury Duty				765.12	Ltd				289.44	Office Close				46.88	Retro Pay				254.05	Soft Closure				347.54	Trans Allow				1,680.00	<b>Gross Pay</b>			<b>\$2,550.40</b>	70,271.53	<p>In this example:</p> <p>Total Gross Pay = \$70,271.53 Minus Bonus of \$1,900.00</p> <p>Equals = \$68,371.53</p> <p>Estimated raise percent = 2% (Your amount will differ)</p> <p>Multiply by 1.02 – this example only</p> <p>Enter in calculator = \$69,738</p>
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2018 contributions to cafeteria or other pre-tax plan	<ul style="list-style-type: none"> <li>• Medical premiums</li> <li>• Dental premiums</li> <li>• HSA</li> <li>• Pre-tax Parking/Transit</li> <li>• Dependent Care</li> </ul>	Your last payslip from December 2017 as an estimate	If you have increased your contributions in 2018, enter your estimated 2018 contributions.
Federal Income Tax withheld to date	Federal Income tax amount	Your most recent 2018 Payslip – Year to Date column	
How frequently you are paid	<ul style="list-style-type: none"> <li>• Every 2 weeks</li> </ul>		

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## Hourly / NonExempt Employee Checklist – Page 3 of 3:

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Adjustments	Enter this ONLY if you make additional pre-tax contributions outside of payroll deductions	2017 Tax Return	
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