

2023 Colorado Employee Withholding Certificate

This Certificate Is Optional for Employees

If you do not complete this certificate, then your employer will calculate your Colorado withholding based on your IRS Form W-4. That calculation is designed to withhold the required Colorado income tax due on your wages throughout the year, and it will generally result in a refund when you file your Colorado income tax return.

Reasons to Complete This Certificate

Complete this certificate if you want to adjust your Colorado withholding for one or more of the following reasons:

1. You expect to claim federal itemized deductions or the Colorado child tax credit,
2. You (and your spouse, if filing jointly) earn most of your income from one job, or
3. You expect significant income from other sources.

For most taxpayers, completing this certificate will likely increase your take-home pay, reduce your Colorado withholding, and reduce your refund when you file your Colorado income tax return. Consider the amounts you enter carefully. If too little is withheld, then you will owe tax when you file your return, and you may owe a penalty.

When to Complete a New Certificate

You may adjust your withholding at any time. Consider completing a new certificate for the following reasons:

1. You last completed a certificate three or more years ago;
2. Your wages or other income changes significantly;
3. Your number of jobs changes;
4. Your expected filing status (single, married filing jointly, etc.) changes;
5. Your expected federal deductions change significantly;
6. You have a new qualifying child for the child tax credit; or
7. You or your child will no longer qualify for the Colorado child tax credit, including if your child will turn 6 years old this year.

If You Complete This Certificate

1. Give it to your employer; then they must calculate your Colorado withholding based on the amounts you entered.
2. If you (and your spouse, if filing jointly) have multiple jobs, complete a separate certificate for each one.

In order to prevent evasion of Colorado income tax, the Department may review and adjust your withholding.

1. Personal Information			
Last Name	First Name	Middle Initial	
Mailing Address		SSN or ITIN	
City	State	ZIP Code	
2. Annual Withholding Allowance. <i>If this line is blank, your employer will use an amount based on your IRS Form W-4.</i>			
a. Enter the appropriate amount from Table 1, based on your federal standard deduction and number of jobs; OR			
b. Complete Worksheet 1 and enter the result here, if you expect to claim additional federal deductions or the Colorado child tax credit, or if you (and your spouse, if filing jointly) have multiple jobs but earn most of your income from one job.			
<i>If you want a greater amount withheld, you may enter a smaller amount than either calculation, including zero, and/or you may complete Line 3.</i>			\$
3. Additional Withholding Per Pay Period			
Enter any additional tax you want withheld from each paycheck. <i>If you expect to receive other income that will not have withholding, you may complete Worksheet 2 and include the result here.</i>			\$
4. Sign Here. This form is not valid unless you sign this declaration: <i>I declare that the amounts on this certificate have not been presented to willfully evade Colorado income tax or obstruct its collection.</i>			
Employee Signature			Date (MM/DD/YYYY)

Table 1: Standard Allowance				
Go down the first column to your expected filing status from IRS Form W-4 Step 1(c). Then go across that row to the column with the number of jobs that you (and your spouse, if filing jointly) currently have.				
Filing Status from IRS Form W-4 Step 1(c)	Standard Allowance for:			
	1 Job	2 Jobs	3 Jobs	4 or More Jobs
Single or Married Filing Separately	\$11,500	\$6,000	\$4,000	\$3,000
Head of Household	\$18,500	\$9,500	\$6,000	\$4,500
Married Filing Jointly or Qualifying Widow(er)	\$25,500	\$12,500	\$8,500	\$6,500