

## Key points to remember when completing your W-4P and OR W-4

### Part A Federal (W-4P)

- **Your social security number (SSN) must be provided.** Leaving the SSN field blank will result in an invalid form.
- **You must sign the W-4P.** Leaving the signature field blank will result in an invalid form.
- **No Withholding** - If you do not want federal taxes withheld from your benefit:
  - Complete Steps 1(a) and 1(b).
  - Do **not** enter data in Step 1(c). (Entering data will result in an invalid form.)
  - Do **not** enter data in any fields under Steps 2, 3 or 4. (Entering data will result in an invalid form.)
  - **Check the “No Withholding” box on Form W-4P located immediately below Step 4(c).**
  - Complete Step 5.
  - **Caution:** If you have too little tax withheld, you will generally owe tax when you file your tax return and may owe a penalty unless you make timely payments of estimated tax.
- **If your W-4P is invalid**, the form will not be processed, and your federal tax withholding will remain unchanged. If this is the first W-4P you have submitted to PERS, your federal tax withholding will be defaulted to a “Single” filing status with no adjustments, until a valid form is received.

### Part B Oregon (OR W-4)

- **Non-Oregon and Oregon residents must complete the OR W-4.** If an OR W-4 form is not completed taxes will be withheld in the same manner as if your form is invalid. (See “If your OR W-4 is invalid” section below.)
- **Your social security number (SSN) must be provided.** Leaving the SSN field blank will result in an invalid form.
- **You must sign the OR W-4.** Leaving the signature field blank will result in an invalid form.
- **Line 1 – Marital status.** Unless you are claiming exempt, you must select a marital status. If a status is not selected, your form is invalid.
- **Line 2 – Allowances.** Unless you are claiming exempt, you must provide a number (0-99) of allowances on Line 2. If you want zero allowances, you must write zero on Line 2. If Line 2 is left blank, your form is invalid.
- **Line 3 – Additional amount.** Complete this line if you want additional amounts of Oregon state tax withholding withheld from your benefit. If you complete Line 3, you must also complete Line 1 and Line 2 or your form will be invalid.
- **Line 4 - Claiming Exempt.** To claim exemption from withholding:
  - Do **not** enter a marital status on Line 1.
  - Do **not** enter any allowances on Line 2, including zero. Leave Line 2 BLANK.
  - Do **not** enter any amount on Line 3.
  - **Enter a valid exemption code on Line 4a.**
  - **Enter “Exempt” on Line 4b.** Exemption codes are located on Page 4 of the OR W-4 instructions. If only one line is completed under Line 4 (4a. or 4b.), your form is invalid.
  - Your form will be invalid if:
    - Only one line (4a. or 4b.) is completed under Line 4, or
    - If you’ve completed Line 4 correctly, but also entered anything on lines 1, 2 or 3.
- **If your OR W-4 is invalid**, the form will not be processed, and your Oregon state tax withholding will remain unchanged. If this is the first OR W-4 you have submitted to PERS, your Oregon state tax withholding will be defaulted to a “Single” marital status with zero allowances, until a valid form is received.



Complete and sign both parts of this form and mail to: PERS, PO Box 23700, Tigard, OR 97281-3700 or fax to 503-598-0561

Account type (Select all that apply for this withholding). To indicate different withholdings for each account, complete a separate form W-4P for each account.

- ☐ Pension (Tier One/Tier Two / OPSRP)   
 ☐ IAP installments of 10 years or longer   
 ☐ Alternate payee account   
 ☐ Judge member benefit  
☐ Tier One/Tier Two P&F unit benefit   
 ☐ Beneficiary benefit   
 ☐ Disability benefit

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------|
| <b>Form W-4P</b><br>Department of the Treasury<br>Internal Revenue Service<br><b>Part A</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Withholding Certificate</b><br><b>for Periodic Pension or Annuity Payments</b><br>Give Form W-4P to the payer of your pension or annuity payments.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  | OMB No. 1545-0074<br><br><b>2026</b>                                        |
| <b>Step 1:</b><br><b>Enter Personal Information</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | (a) First name and middle initial _____ Last name _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  | <b>SSN required.</b><br><b>Forms without SSN</b><br><b>will be rejected</b> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Address _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |                                                                             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | City or town, state, and ZIP code _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |                                                                             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | (c) <input type="checkbox"/> Single or Married filing separately<br><input type="checkbox"/> Married filing jointly or Qualifying surviving spouse<br><input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                                                                             |
| <b>Caution:</b> To claim certain credits or deductions on your tax return, you (and/or your spouse if married filing jointly) are required to have a social security number valid for employment. See page 3 for more information.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |                                                                             |
| <b>TIP:</b> Consider using the estimator at <a href="http://www.irs.gov/W4App">www.irs.gov/W4App</a> to determine the most accurate withholding for the rest of the year if you: are completing this form after the beginning of the year; expect to receive your payments only part of the year; or have changes during the year in your marital status, number of pensions/jobs for you (and/or your spouse if married filing jointly), dependents, other income (not from jobs or pension/annuity payments), deductions, or credits. Have your most recent payment statements/pay stubs from this year available when using the estimator. At the beginning of next year, use the estimator again to recheck your withholding.<br><b>Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5.</b> See pages 3 and 4 for more information on each step, when to use the estimator at <a href="http://www.irs.gov/W4App">www.irs.gov/W4App</a> , and how to elect to have no federal income tax withheld (if permitted). |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |                                                                             |
| <b>Step 2:</b><br><b>Income From a Job and/or Multiple Pensions/Annuities (Including a Spouse's Job/Pension/Annuity)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Complete this step if you (1) have income from a job or more than one pension/annuity, or (2) are married filing jointly and your spouse receives income from a job or a pension/annuity. <b>See page 3 for examples on how to complete Step 2.</b><br>Do <b>only one</b> of the following.<br><b>(a)</b> Use the estimator at <a href="http://www.irs.gov/W4App">www.irs.gov/W4App</a> for the most accurate withholding for this step (and Steps 3–4). If you or your spouse have self-employment income, use this option; <b>or</b><br><b>(b)</b> Complete the items below.<br>(i) If you (and/or your spouse) have one or more jobs, then enter the total taxable annual pay from all jobs, plus any income entered on Form W-4, Step 4(a), for the jobs minus the deductions entered on Form W-4, Step 4(b), for the jobs. Otherwise, enter “-0-” ..... ▶ \$ _____<br>(ii) If you (and/or your spouse) have any other pensions/annuities that pay less annually than this pension/annuity, then enter the total annual taxable payments from all lower-paying pensions/annuities. Otherwise, enter “-0-” ..... ▶ \$ _____<br>(iii) Add the amounts from items (i) and (ii) and enter the <b>total</b> here ..... ▶ \$ _____<br><b>TIP:</b> To be accurate, submit a new Form W-4P for all other pensions/annuities if you haven't updated your withholding since 2021 or this is a new pension/annuity that pays less than the other(s). Submit a new Form W-4 for your job(s) if you have not updated your withholding since 2019.<br><b>Complete Steps 3–4(b)</b> on this form only if (b)(i) is blank <b>and</b> this pension/annuity pays the most annually. Otherwise, do not complete Steps 3–4(b) on this form. |  |                                                                             |
| <b>Step 3:</b><br><b>Claim Dependent and Other Credits</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):<br><b>(a)</b> Multiply the number of qualifying children under age 17 by \$2,200..... ▶ <b>3(a)</b> \$ _____<br><b>(b)</b> Multiply the number of other dependents by \$500 ..... ▶ <b>3(b)</b> \$ _____<br><b>(c)</b> Add other credits, such as foreign tax credit and education tax credits. Enter the total here..... ▶ <b>3(c)</b> \$ _____<br>Add the amounts from Steps 3(a), 3(b), and 3(c). Enter the total here ..... 3 \$ _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |                                                                             |
| <b>Step 4:</b><br><b>Other Adjustments</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>(a) Other income (not from jobs or pension/annuity payments).</b> If you want tax withheld on other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, taxable social security, and dividends ..... 4(a) \$ _____<br><b>(b) Deductions.</b> Use the Deductions Worksheet on page 5 to determine the amount of deductions you may claim, which will reduce your withholding. (If you skip this line, your withholding will be based on the standard deduction.) Enter the result here ..... 4(b) \$ _____<br><b>(c) Extra withholding.</b> Enter any additional tax you want withheld from <b>each payment</b> ..... 4(c) \$ _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |                                                                             |
| No withholding                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | I request that no withholding be withheld from my payments. See <i>Choosing not to have income tax withheld</i> on page 3..... <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |                                                                             |
| <b>Step 5:</b><br><b>Sign Here</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | _____<br><b>Your signature</b> (This form is not valid unless you sign it.) <span style="float: right;">_____</span><br><b>Date</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                                                                             |

For Privacy Act and Paperwork Reduction Act Notice, see page 4

\*Providing your Social Security number (SSN) is mandatory, and PERS is authorized to request it under provisions of the Internal Revenue code. It will primarily be used to comply with mandatory IRS reporting. It could also be used for confirmation purposes or recovery of overpaid funds.



**Important!**

Part A will not be processed if either your SSN or your signature is missing from Part A.

Part B will not be processed if either your SSN or your signature is missing from Part B.

Oregon State tax withholding will be calculated based upon single marital status and zero allowances unless you complete Part B or have an existing Oregon State tax withholding on file with PERS.

See attached Form OR-W-4 Instructions following the federal instructions.

**Non-Oregon residents** who do not want Oregon State income tax withheld should enter exemption code M on line 4a and write "Exempt" on line 4b in Part B.

*Oregon residents see other exemption codes on page 4 of OR-W-4 instructions.*

|                                                                               |  |                                                                   |           |                         |                                                                 |  |
|-------------------------------------------------------------------------------|--|-------------------------------------------------------------------|-----------|-------------------------|-----------------------------------------------------------------|--|
| <b>Form OR W-4<br/>Part B</b>                                                 |  | <b>Oregon Withholding Statement and<br/>Exemption Certificate</b> |           |                         | <b>2026</b>                                                     |  |
| Oregon Department of Revenue Page 1 of 1 150-101-402 (Rev. 07-28-25, ver. 01) |  |                                                                   |           |                         |                                                                 |  |
| First name                                                                    |  | Initial                                                           | Last name | Social Security number* | <input type="checkbox"/> Redetermination                        |  |
| Address                                                                       |  |                                                                   |           |                         | <b>SSN required.<br/>Forms without SSN<br/>will be rejected</b> |  |
| City                                                                          |  |                                                                   | State     | ZIP code                |                                                                 |  |

**Note:** Your eligibility to claim a certain number of allowances or an exemption from withholding may be subject to review by the Oregon Department of Revenue. Your employer may be required to send a copy of this form to the department for review.

1. **Select one:** ☐ Single ☐ Married ☐ Married, but withhold at the higher single rate.  
**Note:** Select "Single" if you're married but legally separated or your spouse is a non-U.S. citizen without permanent resident status.
2. **Allowances.** Enter the number from Worksheet A, line **A5**, Worksheet B, line **B9**, or Worksheet C, line **C6** (see instructions).  
Otherwise, if you aren't exempt, **enter 0**..... 2. \_\_\_\_\_
3. **Additional amount** from Worksheet C, line **C10**, or other amount to withhold from each paycheck ..... 3. \_\_\_\_\_ .00
4. **Exemption from withholding.** I certify that my wages are exempt from withholding and I meet the conditions for exemption as stated in Form OR-W-4 Instructions. Complete **both** lines:
- Enter your exemption code from the Exemption chart in Form OR-W-4 Instructions ..... 4a. \_\_\_\_\_
  - Write "Exempt" ..... 4b. \_\_\_\_\_

**Sign here.** Under penalty of false swearing, I declare that the information provided is true, correct, and complete.

Employee signature (This form isn't valid unless signed.)

Date

\*Providing your Social Security number (SSN) is mandatory, and PERS is authorized to request it under provisions of the Internal Revenue code. It will primarily be used to comply with mandatory IRS reporting. It could also be used for confirmation purposes or recovery of overpaid funds.

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about any future developments related to Form W-4P, such as legislation enacted after it was published, go to [www.irs.gov/FormW4P](http://www.irs.gov/FormW4P).

**Purpose of form.** Complete Form W-4P to have payers withhold the correct amount of federal income tax from your periodic pension, annuity (including commercial annuities), profit-sharing and stock bonus plan, or IRA payments. Federal income tax withholding applies to the taxable part of these payments. Periodic payments are made in installments at regular intervals (for example, annually, quarterly, or monthly) over a period of more than 1 year. Don't use Form W-4P for a nonperiodic payment (note that distributions from an IRA that are payable on demand are treated as nonperiodic payments) or an eligible rollover distribution (including a lump-sum pension payment). Instead, use Form W-4R, Withholding Certificate for Nonperiodic Payments and Eligible Rollover Distributions, for these payments/distributions. For more information on withholding, see Pub. 505, Tax Withholding and Estimated Tax.

**Choosing not to have income tax withheld.** You can choose not to have federal income tax withheld from your payments by checking the box in the *No withholding* section. Then, complete Steps 1(a), 1(b), and 5. Generally, if you are a U.S. citizen or a resident alien, you are not permitted to elect not to have federal income tax withheld on payments to be delivered outside the United States and its territories.

**Caution:** If you have too little tax withheld, you will generally owe tax when you file your tax return and may owe a penalty unless you make timely payments of estimated tax. If too much tax is withheld, you will generally be due a refund when you file your tax return. If your tax situation changes, or you chose not to have federal income tax withheld and you now want withholding, you should submit a new Form W-4P.

**When to use the estimator.** Consider using the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) if you:

1. Are submitting this form after the beginning of the year;
2. Have social security, dividend, capital gain, or business income, or are subject to the Additional Medicare Tax or Net Investment Income Tax;
3. Receive these payments or pension and annuity payments for only part of the year; or
4. Have changes during the year in your marital status, number of pensions/jobs for you (and/or your spouse if married filing jointly), number of dependents, or changes in your deductions or credits.

**TIP:** Have your most recent payment statements/pay stubs from this year available when using the estimator to account for federal income tax that has already been withheld this year. At the beginning of next year, use the estimator again to recheck your withholding.

**Self-employment.** Generally, you will owe both income and self-employment taxes on any self-employment income you (or you and your spouse) receive. If you do not have a job and want to pay these taxes through withholding from your payments, use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) to figure the amount to have withheld.

**Payments to nonresident aliens and foreign estates.** Do not use Form W-4P. See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities, and Pub. 519, U.S. Tax Guide for Aliens, for more information.

**Tax relief for victims of terrorist attacks.** If your disability payments for injuries incurred as a direct result of a terrorist attack are not taxable, check the box in the *No withholding*

section. See Pub. 3920, Tax Relief for Victims of Terrorist Attacks, for more details.

## Specific Instructions

Submit a **separate Form W-4P** for each pension, annuity, or other periodic payments you receive.

**Step 1(c).** Check your anticipated filing status. This will determine the standard deduction and tax rates used to compute your withholding.

**Step 2.** Use this step if you have at least one of the following: income from a job, income from more than one pension/annuity, and/or a spouse (if married filing jointly) that receives income from a job/pension/annuity. The following examples will assist you in completing Step 2(b).

**Example 1.** Taylor, a single filer, is completing Form W-4P for a pension that pays \$50,000 a year. Taylor also has a job that pays \$25,000 a year. Taylor has no other pensions or annuities. Taylor will enter \$25,000 in Step 2(b)(i) and in Step 2(b)(iii).

If Taylor also has \$1,000 of interest income, which she entered on Form W-4, Step 4(a), then she will instead enter \$26,000 in Step 2(b)(i) and in Step 2(b)(iii). She will make no entries in Step 4(a) on this Form W-4P.

**Example 2.** Casey, a single filer, is completing Form W-4P for a pension that pays \$50,000 a year. Casey does not have a job, but receives another pension for \$25,000 a year (which pays less annually than the \$50,000 pension). Casey will enter \$25,000 in Step 2(b)(ii) and in Step 2(b)(iii).

If Casey also has \$1,000 of interest income, then he will enter \$1,000 in Step 4(a) of this Form W-4P.

**Example 3.** Sam, a single filer, is completing Form W-4P for a pension that pays \$50,000 a year. Sam does not have a job, but receives another pension for \$75,000 a year (which pays more annually than the \$50,000 pension). Sam will not enter any amounts in Step 2.

If Sam also has \$1,000 of interest income, she won't enter that amount on this Form W-4P because she entered the \$1,000 on the Form W-4P for the higher paying \$75,000 pension.

**Example 4.** Alex, a single filer, is completing Form W-4P for a pension that pays \$50,000 a year. Alex also has a job that pays \$25,000 a year and another pension that pays \$20,000 a year. Alex will enter \$25,000 in Step 2(b)(i), \$20,000 in Step 2(b)(ii), and \$45,000 in Step 2(b)(iii).

If Alex also has \$1,000 of interest income, which he entered on Form W-4, Step 4(a), he will instead enter \$26,000 in Step 2(b)(i), leave Step 2(b)(ii) unchanged, and enter \$46,000 in Step 2(b)(iii). He will make no entries in Step 4(a) of this Form W-4P.

If you are married filing jointly, the entries described above do not change if your spouse is the one who has the job or the other pension/annuity instead of you.



**Multiple sources of pensions/annuities or jobs.** If you (or if married filing jointly, you and/or your spouse) have a job(s), do NOT complete Steps 3 through 4(b) on Form W-4P. Instead, complete Steps 3 through 4(b) on the Form W-4 for the job. If you (or if married filing jointly, you and your spouse) do not have a job, complete Steps 3 through 4(b) on Form W-4P for **only** the pension/annuity that pays the most annually. Leave those steps blank for the other pensions/annuities.



**Social security number and other requirements for credits and deductions.** You (and/or your spouse if married filing jointly) must have the required social security number to claim certain credits and deductions. For additional eligibility requirements for these credits and deductions, see Pub. 501, Dependents, Standard Deduction, and Filing Information.

## Specific Instructions *(continued)*

**Step 3.** This step provides instructions for determining the amount of the child tax credit and the credit for other dependents that you may be able to claim when you file your tax return. To qualify for the child tax credit, the child must be under age 17 as of December 31, must be your dependent who generally lives with you for more than half the year, and must have the required social security number. You may be able to claim a credit for other dependents for whom a child tax credit can't be claimed, such as an older child or a qualifying relative.

For additional eligibility requirements for these credits, see Pub. 501, Dependents, Standard Deduction, and Filing Information. You can also include **other tax credits** for which you are eligible in this step, such as the foreign tax credit and the education tax credits. Including these credits will increase your payments and reduce the amount of any refund you may receive when you file your tax return.

### Step 4.

**Step 4(a).** Enter in this step the total of your other estimated income for the year, if any. You shouldn't include amounts from any job(s) or pension/annuity payments. If you complete Step 4(a), you likely won't have to make estimated tax payments for

that income. If you prefer to pay estimated tax rather than having tax on other income withheld from your pension, see Form 1040-ES, Estimated Tax for Individuals.

**Step 4(b).** Enter in this step the amount from the Deductions Worksheet, line 17, if you expect to claim deductions other than the basic standard deduction on your 2026 tax return and want to reduce your withholding to account for these deductions. This includes itemized deductions, the additional standard deduction for those 65 and over, and other deductions such as for qualified tips, overtime compensation, and passenger vehicle loan interest; student loan interest; IRAs; and seniors.

**Step 4(c).** Enter in this step any additional tax you want withheld from **each payment**. Entering an amount here will reduce your payments and will either increase your refund or reduce any amount of tax that you owe when you file your tax return.

**Note:** If you don't give Form W-4P to your payer, you don't provide an SSN, or the IRS notifies the payer that you gave an incorrect SSN, then the payer will withhold tax from your payments as if your filing status is single with no adjustments in Steps 2 through 4. For payments that began before 2026, your current withholding election (or your default rate) remains in effect unless you submit a new Form W-4P.

**Privacy Act and Paperwork Reduction Act Notice.** We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to provide this information only if you want to (a) request federal income tax withholding from pension or annuity payments based on your filing status and adjustments; (b) request additional federal income tax withholding from your pension or annuity payments; (c) choose not to have federal income tax withheld, when permitted; or (d) change a previous Form W-4P. To do any of the aforementioned, you are required by sections 3405(e) and 6109 and their regulations to provide the information requested on this form. Failure to provide this information may result in inaccurate withholding on your payment(s). Failure to provide a properly completed form will result in your being treated as a single person with no other entries on the form; providing fraudulent information may subject you to penalties.

Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their tax laws. We may

also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.

**Step 4(b)—Deductions Worksheet** (Keep for your records.)

See the Instructions for Schedule 1-A (Form 1040) for more information about whether you qualify for the deductions on lines 1a, 1b, 1c, 3a, and 3b.

|           |                                                                                                                                                                                                                                                                                                                                                                                                                           |                    |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| <b>1</b>  | Deductions for qualified tips, overtime compensation, and passenger vehicle loan interest.                                                                                                                                                                                                                                                                                                                                |                    |
| <b>a</b>  | <b>Qualified tips.</b> If your total income is less than \$150,000 (\$300,000 if married filing jointly), enter an estimate of your qualified tips up to \$25,000 . . . . .                                                                                                                                                                                                                                               | <b>1a</b> \$ _____ |
| <b>b</b>  | <b>Qualified overtime compensation.</b> If your total income is less than \$150,000 (\$300,000 if married filing jointly), enter an estimate of your qualified overtime compensation up to \$12,500 (\$25,000 if married filing jointly) of the "and-a-half" portion of time-and-a-half compensation . . . . .                                                                                                            | <b>1b</b> \$ _____ |
| <b>c</b>  | <b>Qualified passenger vehicle loan interest.</b> If your total income is less than \$100,000 (\$200,000 if married filing jointly), enter an estimate of your qualified passenger vehicle loan interest up to \$10,000 . . . . .                                                                                                                                                                                         | <b>1c</b> \$ _____ |
| <b>2</b>  | Add lines 1a, 1b, and 1c. Enter the result here . . . . .                                                                                                                                                                                                                                                                                                                                                                 | <b>2</b> \$ _____  |
| <b>3</b>  | <b>Seniors age 65 or older.</b> If your total income is less than \$75,000 (\$150,000 if married filing jointly):                                                                                                                                                                                                                                                                                                         |                    |
| <b>a</b>  | Enter \$6,000 if you are age 65 or older before the end of the year . . . . .                                                                                                                                                                                                                                                                                                                                             | <b>3a</b> \$ _____ |
| <b>b</b>  | Enter \$6,000 if your spouse is age 65 or older before the end of the year and has a social security number valid for employment . . . . .                                                                                                                                                                                                                                                                                | <b>3b</b> \$ _____ |
| <b>4</b>  | Add lines 3a and 3b. Enter the result here . . . . .                                                                                                                                                                                                                                                                                                                                                                      | <b>4</b> \$ _____  |
| <b>5</b>  | Enter an estimate of your student loan interest, deductible IRA contributions, educator expenses, alimony paid, and certain other adjustments from Schedule 1 (Form 1040), Part II. See Pub. 505 for more information . . . . .                                                                                                                                                                                           | <b>5</b> \$ _____  |
| <b>6</b>  | <b>Itemized deductions.</b> Enter an estimate of your 2026 itemized deductions from Schedule A (Form 1040). Such deductions may include qualifying:                                                                                                                                                                                                                                                                       |                    |
| <b>a</b>  | <b>Medical and dental expenses.</b> Enter expenses in excess of 7.5% (0.075) of your total income . . . . .                                                                                                                                                                                                                                                                                                               | <b>6a</b> \$ _____ |
| <b>b</b>  | <b>State and local taxes.</b> If your total income is less than \$505,000 (\$252,500 if married filing separately), enter state and local taxes paid up to \$40,400 (\$20,200 if married filing separately) . . . . .                                                                                                                                                                                                     | <b>6b</b> \$ _____ |
| <b>c</b>  | <b>Home mortgage interest.</b> If your mortgage indebtedness is less than \$750,000 (\$375,000 if married filing separately), enter your home mortgage interest expense (including mortgage insurance premiums) . . . . .                                                                                                                                                                                                 | <b>6c</b> \$ _____ |
| <b>d</b>  | <b>Gifts to charities.</b> Enter contributions in excess of 0.5% (0.005) of your total income . . . . .                                                                                                                                                                                                                                                                                                                   | <b>6d</b> \$ _____ |
| <b>e</b>  | <b>Other itemized deductions.</b> Enter the amount for other itemized deductions . . . . .                                                                                                                                                                                                                                                                                                                                | <b>6e</b> \$ _____ |
| <b>7</b>  | Add lines 6a, 6b, 6c, 6d, and 6e. Enter the result here . . . . .                                                                                                                                                                                                                                                                                                                                                         | <b>7</b> \$ _____  |
| <b>8</b>  | <b>Limitation on itemized deductions.</b>                                                                                                                                                                                                                                                                                                                                                                                 |                    |
| <b>a</b>  | Enter your total income . . . . .                                                                                                                                                                                                                                                                                                                                                                                         | <b>8a</b> \$ _____ |
| <b>b</b>  | Subtract line 4 from line 8a. If line 4 is greater than line 8a, enter -0- here and on line 10. Skip line 9 . . . . .                                                                                                                                                                                                                                                                                                     | <b>8b</b> \$ _____ |
| <b>9</b>  | Enter: $\left\{ \begin{array}{l} \bullet \$768,700 \text{ if you're married filing jointly or a qualifying surviving spouse} \\ \bullet \$640,600 \text{ if you're single or head of household} \\ \bullet \$384,350 \text{ if you're married filing separately} \end{array} \right\}$ . . . . .                                                                                                                          | <b>9</b> \$ _____  |
| <b>10</b> | If line 9 is greater than line 8b, enter the amount from line 7. Otherwise, multiply line 7 by 94% (0.94) and enter the result here . . . . .                                                                                                                                                                                                                                                                             | <b>10</b> \$ _____ |
| <b>11</b> | <b>Standard deduction.</b>                                                                                                                                                                                                                                                                                                                                                                                                |                    |
| Enter:    | $\left\{ \begin{array}{l} \bullet \$32,200 \text{ if you're married filing jointly or a qualifying surviving spouse} \\ \bullet \$24,150 \text{ if you're head of household} \\ \bullet \$16,100 \text{ if you're single or married filing separately} \end{array} \right\}$ . . . . .                                                                                                                                    | <b>11</b> \$ _____ |
| <b>12</b> | <b>Additional standard deduction.</b> If you (or your spouse) are 65 or older.                                                                                                                                                                                                                                                                                                                                            |                    |
| Enter:    | $\left\{ \begin{array}{l} \bullet \$2,050 \text{ if you're single or head of household} \\ \bullet \$1,650 \text{ if you're married filing separately} \\ \bullet \$1,650 \text{ if you're a qualifying surviving spouse or you're married filing jointly and one of you is under age 65} \\ \bullet \$3,300 \text{ if you're married filing jointly and both of you are age 65 or older} \end{array} \right\}$ . . . . . | <b>12</b> \$ _____ |
| <b>13</b> | <b>Cash gifts to charities.</b> If you take the standard deduction, enter cash contributions up to \$1,000 (\$2,000 if married filing jointly) . . . . .                                                                                                                                                                                                                                                                  | <b>13</b> \$ _____ |
| <b>14</b> | Add lines 12 and 13. Enter the result here . . . . .                                                                                                                                                                                                                                                                                                                                                                      | <b>14</b> \$ _____ |
| <b>15</b> | Add lines 11 and 14. Enter the result here . . . . .                                                                                                                                                                                                                                                                                                                                                                      | <b>15</b> \$ _____ |
| <b>16</b> | If line 10 is greater than line 15, subtract line 11 from line 10 and enter the result here. If line 15 is greater than line 10, enter the amount from line 14 . . . . .                                                                                                                                                                                                                                                  | <b>16</b> \$ _____ |
| <b>17</b> | Add lines 2, 4, 5, and 16. Enter the result here and in Step 4(b) of Form W-4P . . . . .                                                                                                                                                                                                                                                                                                                                  | <b>17</b> \$ _____ |

# Form OR-W-4 Instructions

## Oregon Withholding Statement and Exemption Certificate

2026

### Purpose of Form OR-W-4

Use this form to tell your employer or other payer how much Oregon income tax to withhold from your wages or other periodic income.

#### Complete Form OR-W-4 if:

- You're starting a new job with an employer who must withhold Oregon tax from your pay.
- You're receiving a pension or annuity and the payer must withhold Oregon tax from each payment.
- You've had a recent personal or financial change that affects your taxes, such as a change in your income, filing status, or number of dependents.
- You weren't satisfied with the amount of Oregon tax you owed or had refunded to you when you filed a recent return.
- You filed a federal Form W-4 with your employer after 2017 that didn't specify withholding allowances for Oregon.

**Instructions for employer or other payer.** Enter the business name, federal employer identification number (FEIN), and address in the "Employer use only" section of Form OR-W-4. Keep the completed form with your records. For more information and additional instructions, see Publication 150-211-602, *W-4 Information for Employers*, and the additional resources listed on page 4.

**Pension and annuity withholding.** Use Form OR-W-4 to designate the Oregon withholding from your pension, annuity, or other periodic payments.

### For the most accurate withholding calculations, use the online withholding calculator

The worksheets in these instructions are designed to help you estimate the amount of Oregon tax your employer should withhold from your pay. **However, the online calculator is easier to use and much more precise. Consider doing a "paycheck checkup" using the withholding calculator on our website *instead* of the worksheets if:**

- You have more than one job.
- Your annual wages are more than \$100,000 (\$200,000 if you're married and will be filing a joint return with your spouse).
- You're making mid-year changes to your withholding.
- You have other forms of income or will be claiming deductions or tax credits.



**Get your most accurate Oregon withholding amount using the online withholding calculator...**

- Visit our website to find the withholding calculator: [www.oregon.gov/dor/programs/individuals/pages/pit-withholding.aspx](http://www.oregon.gov/dor/programs/individuals/pages/pit-withholding.aspx)
- Visit our **YouTube channel** to see how the calculator works, or to learn more about Oregon personal income tax: [www.youtube.com/watch?v=rcun1pb6rr8](http://www.youtube.com/watch?v=rcun1pb6rr8)

**Let the withholding calculator do the work for you to get the correct amount of tax you need withheld quickly and easily!**

### General information

#### What is Oregon income tax withholding?

Oregon income tax must be paid during the year as you earn or receive your income. Employers and certain other payers are required by law to set aside (withhold) part of your paycheck or other payment for taxes that they send to the Department of Revenue on your behalf every time they pay you. "Withholding" refers to the portion of income that your employer or other payer holds back from each paycheck or other payment.

#### How is the amount of Oregon income tax withholding determined?

The amount that the employer or other payer must withhold depends on several things, such as:

- The annual amount of your wages or other periodic payments.
- Your marital status.
- The number of children or other dependents you have.

**Allowances.** Depending on your situation, some of your income might not be subject to withholding. Each allowance reduces the amount of income that is withheld from each payment. The worksheets in these instructions will help you determine how many allowances you may claim.

**Additional withholding.** You may want to have more money withheld from each payment. If you have other income that isn't subject to withholding, requesting additional withholding on Form OR-W-4 may help you avoid owing tax on that other income when you file your tax return.

You report your marital status and allowances or any additional amount you want withheld by completing Form OR-W-4 and submitting it to your employer or other payer. They will use this information, along with Publication 150-206-436, *Oregon Withholding Tax Formulas*, to withhold a specific amount each pay period.

## What if too much or not enough is withheld?

If you have too much tax withheld, you may have a refund when you file your tax return. This is money that you couldn't use during the year when you might have needed it.

If you have too little tax withheld, you may owe tax when you file your tax return, plus penalty and interest. This is money that you might have used during the year but will need to pay when you file your return after the year ends. See Publication OR-17 for penalty and interest information.

## Why can't the federal form be used for all withholding?

The federal withholding form, Form W-4, was revised by the Internal Revenue Service (IRS) in 2020. The changes to Form W-4 made it unusable for Oregon withholding purposes. Similar changes were made to Form W-4P, for withholding from pensions and annuities, starting in 2022. You must use Oregon's Form OR-W-4 instead.

## How often does Form OR-W-4 have to be submitted?

Complete and submit a new Form OR-W-4 when you start a new job and whenever your tax situation changes. This includes changes in your income, marital status, and number of dependents.

**Note:** If you are claiming an exemption from Oregon withholding, you must submit a new Form OR-W-4 by February 15 every year if you continue to qualify for exemption. See the instructions for line 4.

## What will happen if no Form OR-W-4 is submitted?

Your employer or other payer will refer to your most recent withholding form to determine your withholding. If no Form OR-W-4 has been submitted, they will withhold for Oregon based upon the following order:

- An Oregon-only version of the federal Form W-4 for a year prior to 2020, or federal Form W-4P for a year prior to 2022.
- Federal Form W-4 for a year prior to 2020, or Form W-4P for a year prior to 2022.
- Eight percent of your wages or other income subject to withholding.

## What will happen if the information on the form is false?

You may be assessed a penalty of \$500 if there is no reasonable basis for the instructions you're giving your employer or other payer using Form OR-W-4.

## Specific information

**Two earners or multiple jobs.** See the instructions for **Worksheet C** or use the online withholding calculator if you have more than one job at a time or will file a joint return with a working spouse.

**Income limits for allowances.** On your Oregon tax return, income limits apply to certain items, such as the regular

personal exemption credit. The same limits are built into the formula used by Oregon employers to figure your withholding.

The formula is intended to result in withheld tax that matches the tax that will be on your return. This means that each pay period, your withholding is a portion of what your tax would be if you had the same pay each period for the whole year. It also means that some limits that may apply on your return will apply to your withholding, too.

Allowances claimed on Form OR-W-4 reduce your withholding, the same way that the personal exemption credit reduces the tax on your return. The employer withholding formula treats all allowances like the personal exemption credit on your return. This means that if your wages for the whole year would be more than the income limit for the credit on your return, the formula won't use the allowances you claim on Form OR-W-4. For this reason, it's important to make sure that if you're claiming allowances, you claim them on Form OR-W-4 for a job that doesn't pay more than the limit.

The limits are:

- \$100,000 per year (about \$8,300 per month), if you mark the "Single" box on Form OR-W-4.
- \$200,000 per year (about \$16,600 per month), if you mark the "Married" or "Married, but withhold at the higher Single rate" box on Form OR-W-4.

**Mid-year changes.** If you claimed too many allowances for the first part of the year, your withholding may not cover all of your tax when you file your return. Use the online calculator to determine the additional amount you need withheld to make up for the shortage. If you don't change your withholding, you may owe tax, penalties, and interest when you file your return. See Publication OR-17 for penalty and interest information.

**Pension or annuity payments.** If you've opted out of federal withholding from a pension, annuity, or other periodic payment, you're automatically opted out of Oregon withholding also. If you're not having tax withheld from this income, you may be required to make estimated tax payments. See Publication OR-ESTIMATE to determine the amount of estimated tax payments you need to make.

If you elect to have Oregon tax withheld from your pension or annuity payment, where the tax must be withheld at a certain percentage, you can't claim allowances on Form OR-W-4, but you may request additional withholding.

**Exemption from withholding.** You may be in a situation where none of your income is subject to Oregon tax. In that case, your income may be exempt from withholding. The exemption period depends on the type of income you have. **For wages, the exemption ends on February 15th of the following year.** For commercial annuities, employer deferred compensation plans, and individual retirement plans where an election to have no withholding may be made, the exemption ends when you notify the payer in writing that you revoke the election. See the instructions for line 4.

**Part-year and nonresidents.** Have you recently moved to Oregon, or do you live outside the state? If so, you'll report your Oregon income and deductions in the Oregon column of your part-year or nonresident tax return. Use only the amounts that will be in the Oregon column when you complete Worksheet B or C, or use the online withholding calculator for more accurate results.

**Non-U.S. citizen without permanent resident status.** If all or a portion of your wages are exempt from federal withholding, these wages are also completely or partially exempt from Oregon withholding. Submit federal exemption Form 8233 to your employer to exempt all or part of your wages from Oregon withholding.

If any portion of your wages is not exempt, submit Form OR-W-4 to your employer. You may not qualify to claim certain deductions from your Oregon income, so you will need to take extra steps to ensure that your withholding is adequate. Follow the instructions below when completing Form OR-W-4:

- **Line 1.** Check the "Single" box regardless of your marital status.
- **Line 2.** Usually, you should claim zero withholding allowances. However, if you complete the worksheets, follow the instructions below.
  - Complete Worksheet B using amounts that will be included in the Oregon column of your return.
  - Once you have completed all applicable worksheets, subtract 1 allowance from the number on line A4, B7, or C6.
- **Line 4.** Don't claim exempt due to "no tax liability" or for the portion of your wages exempted on federal Form 8233.

## Form OR-W-4 line instructions

For the form and all worksheet instructions, terms such as "pay," "paycheck," and "wages" also refer to pensions, annuities, and other periodic payments, and the word "employer" also refers to other payers.

Type or clearly print your name, Social Security number (SSN), and mailing address.

**Note:** You must enter an SSN. You can't use an individual taxpayer identification number (ITIN).

**Redetermination check box.** Mark this box only if (1) we issued a determination letter to your employer and (2) you want to make a change to your withholding. In a determination letter, we tell the employer how much tax to withhold from your wages. Your employer is required by law to withhold the amount in the letter.

If you want to decrease the amount your employer withholds, you must show that you have a personal or financial change that affects your tax return. Before you give Form OR-W-4 to your employer, make a copy of the form and any

worksheets you used (or, if you use the online withholding calculator instead of the worksheets, print out the "Results" page) and mail them to us at:

RRT OR-W-4 Project  
Oregon Department of Revenue  
PO Box 14560  
Salem, OR 97309

We'll review your information and notify your employer whether they may adjust your withholding.

**Line 1: Marital status.** If you plan to use the single, married filing separately, or head of household filing status when you file your 2026 return, mark "Single."

If you plan to use the married filing jointly or qualifying surviving spouse filing status when you file your 2026 return, mark "Married," or if you want more tax withheld, mark "Married, but withhold at the higher single rate."

For the qualifications of each filing status, see federal Publication 501, *Exemptions, Standard Deduction, and Filing Information*.

**Line 2: Allowances.** Enter the number of allowances from Worksheet A, line A5, Worksheet B, line B9, or Worksheet C, line C6, whichever applies to you. See "Worksheet instructions" for more information. **Note:** If you have more than one job at a time, follow the worksheet instructions carefully or use our online withholding calculator for the most accurate results.

**Line 3: Additional withholding.** Enter the additional amount you want your employer to withhold from each paycheck, if applicable. If you complete Worksheet C, follow the instructions for line C10.

**Line 4: Exemption.** You may claim an exemption from Oregon withholding if one of these applies to you:

- Your wages are exempt from Oregon taxation; or
- You qualify for exemption due to having no tax liability.

For a valid exemption due to having **no tax liability**, both of these conditions must be true for you:

- You had the right to a refund of **all** Oregon tax withheld last year because you had no tax liability on last year's return, **and**
- You expect a refund of **all** Oregon tax withheld this year because you'll have no tax liability on this year's return.

Use the Exemption chart to find the code that fits your situation. Enter just one code on line 4a even if more than one code applies to you. Then write the word "Exempt" on line 4b.

**Note: For wages, exemptions end February 15th of the following year. A new Form OR-W-4 must be completed and submitted to your employer each year.**

## Exemption chart

| Exemption                                                                                                                                                                                | Code     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>Air carrier employee</b>                                                                                                                                                              | <b>A</b> |
| <b>American Indian</b> enrolled tribal member living and working in Indian country in Oregon.                                                                                            | <b>B</b> |
| <b>Amtrak Act worker</b>                                                                                                                                                                 | <b>C</b> |
| <b>Casual laborer</b>                                                                                                                                                                    | <b>D</b> |
| <b>Domestic service worker</b>                                                                                                                                                           | <b>E</b> |
| <b>Hydroelectric dam worker</b> at the Bonneville, John Day, McNary, or The Dalles dam.                                                                                                  | <b>F</b> |
| <b>Military</b> pay for nonresidents stationed in Oregon and their spouses, residents stationed outside Oregon, and service members or spouses treated as nonresidents for tax purposes. | <b>G</b> |
| <b>Minister</b> who is duly ordained, commissioned, or licensed and performing duties in their ministry or a member of a religious order performing duties required by their order.      | <b>H</b> |
| <b>Real estate salesperson</b> under a written contract not to be treated as an employee.                                                                                                | <b>J</b> |
| <b>Waterway worker</b>                                                                                                                                                                   | <b>K</b> |
| <b>No tax liability.</b> See above for definition.                                                                                                                                       | <b>L</b> |
| <b>Nonresident</b> who expects a refund of all Oregon income tax withheld because their wages won't be subject to Oregon tax.                                                            | <b>M</b> |

**Sign and date Form OR-W-4.** Submit Form OR-W-4 to your employer. **Don't** complete the employer's information. Keep the worksheets with your tax records.

## Worksheet instructions

If you (and your spouse, if you're planning to file a joint return) have more than one job at a time, use these worksheets just once for all jobs. The worksheet instructions will tell you how to complete Form OR-W-4 for each job.

### Worksheet A—Personal allowances

**Line A1: Allowance for yourself.** You can claim an allowance for yourself if someone else can't claim you as their dependent. You can be claimed as a dependent on someone else's return if that person pays for more than half of your support for the year and meets other requirements.

**Example 1.** Addison is 16 and just got her first after-school job. She lives with her parents, who can claim her as their dependent when they file their tax return. Addison doesn't claim an allowance for herself on line A1.

**Line A3. Dependents.** Enter the total number of your children and other relatives who will qualify as your dependents when you file your Oregon return. See the "Exemption credit" section of Publication OR-17 for dependent qualifications.

**Line A5: Allowances for this job.** If your wages are more than the income limit for allowances shown on page 2, enter 0 and don't claim any allowances on Form OR-W-4 for this job. If you (or your spouse, if you're planning to file a joint return)

have another job that pays less than the limit, you can claim allowances on the Form OR-W-4 for that job; otherwise, you may be over-withheld when you file your return. If the annual wages for this job aren't more than the limit for allowances, enter the number from line A4.

### Worksheet B—Deductions, adjustments, and credits

Use this worksheet if you plan to claim losses, federal deductions that reduce your gross income (adjustments), Oregon itemized deductions or the additional standard deduction, or Oregon subtractions or tax credits. For more information on these items, see Publication OR-17. If you won't be claiming these items, skip this worksheet and go to Worksheet C.

**Line B1: Federal losses and adjustments.** Enter your estimated losses and deductions that reduce (adjust) your gross income that you plan to claim on your 2026 federal tax return.

**Line B2: Oregon deductions and subtractions.** Oregon itemized deductions are your federal itemized deductions, such as medical expenses, charitable contributions, and income or property taxes paid, other than the deduction for taxes paid to Oregon. For more accurate results, if you'll be claiming Oregon itemized deductions, only include the amount that is **more than** your estimated basic standard deduction. Oregon subtractions are amounts that are taxed on your federal return but aren't taxed by Oregon.

**Note:** The federal tax liability subtraction and the basic Oregon standard deduction are built into the employer's withholding formula, so don't include them here.

**Example 2.** Clyde plans to claim itemized deductions of about \$7,500 on his Oregon tax return. He'll be using the single filing status, and his estimated standard deduction is \$2,900. On line B2, Clyde enters \$4,600 (the amount that is more than his estimated standard deduction, or \$7,500 - \$2,900).

The estimated 2026 **basic standard deduction** is:

- \$2,900 for single or married filing separately.
- \$4,700 for head of household.
- \$5,800 for married filing jointly or qualifying surviving spouse.

If you qualify for an **additional standard deduction amount** because you or your spouse are age 65 or older or blind, and you don't plan to itemize your deductions, add the additional amount to the amount on line B1. If you're married (or a qualifying surviving spouse), the additional standard deduction is \$1,000 per taxpayer; for everyone else, the additional amount is \$1,200.

**Itemized deductions** include items such as medical expenses that are more than 7 ½ percent of your AGI, state and local taxes you paid (limited to \$10,000, but don't include Oregon income taxes), qualifying home mortgage interest, charitable contributions, and certain miscellaneous deductions. If you plan to itemize your deductions, enter your estimated

**Oregon itemized deductions.** See Schedule OR-A Instructions for more information.

**Line B4.** Divide the amount on line B3 by \$3,200 and round to the nearest whole number. This converts your deductions into allowances.

**Line B5: Oregon tax credits.** Credits reduce the amount of tax you must pay. See Publication OR-17 for a list of credits and how to claim them on your return.

Enter an estimate of the credits you will claim on your 2026 Oregon return. **Note:** Regular personal exemption credits are built into the employer's withholding formula, so don't include them here.

**Line B6.** Divide the credit amount on line B5 by \$250 and round to the nearest whole number. This converts your credits into allowances.

**Line B7: Allowances for deductions and credits.** Add lines B4 and B6.

**Line B8: Personal allowances from Worksheet A.** If you have at least one job that pays less than the income limit for allowances on page 2, enter the number from line A4, even if the number on line A5 is zero due to the income limit for **this** job. Otherwise, enter 0.

**Line B9: Total allowances.** Add the allowances from deductions and credits to your total personal allowances.

If you have more than one job at a time (or if you and your spouse each have at least one job) or you'll be reporting other types of income or Oregon additions on your 2026 tax return, continue to Worksheet C. Otherwise, enter the number from line B9 on Form OR-W-4, line 2, for a job that pays less than the limit for allowances on page 2. Enter 0 on Form OR-W-4, line 2, for **all other jobs**.

**Note:** If the number on line B9 is greater than zero and you have just one job that pays more than the limit for allowances, you may be over-withheld when you file your Oregon return. However, if you have more than one job, other types of income, or Oregon additions, you may be able to reduce your over-withholding using the allowances from line B7 and Worksheet C.

## Worksheet C—Multiple jobs, nonwage income, and additions

**Line C1: Additions and nonwage income.** Enter the total of your estimated nonwage income (like dividends, interest, capital gains, or retirement income that Oregon taxes) and Oregon additions you'll be reporting on your 2026 tax return. Additions are items that Oregon taxes that aren't included on your federal return or amounts that must be added back when you claim certain deductions or tax credits. See Publication OR-17 for more information about additions.

**Example 3:** Eduardo expects to report \$15,000 in capital gains on his 2026 federal tax return. These gains will be taxed by Oregon. Eduardo also plans to contribute \$1,400 to the Oregon Production Investment Fund in exchange for a tax credit. On his 2026 return, Eduardo expects to claim

an itemized deduction for his contribution to the fund, and he'll report an addition for the \$1,400 he deducts. He enters \$16,400 (\$15,000 + \$1,400) on line C1.

**Line C2.** Divide the amount on line C1 by \$3,200. This converts this income into the equivalent of allowances.

**Line C3: Corrections for multiple jobs.** If you (and your spouse, if you're filing a joint return) have more than one job at a time, your combined withholding must be corrected for deductions built into the employer's withholding formula. These deductions reduce withholding for every job you have. If you don't correct your withholding for them, you may owe tax when you file your return.

Enter the number from the table that matches the filing status you plan to use on your 2026 Oregon tax return, the number of jobs that you (and your spouse) will have at the same time during the year, and the pay range for those jobs. If you don't have multiple jobs, enter 0.

**Line C4.** Add line C2 and line C3. These are your total allowance equivalents.

**Line C5: Allowances.** If:

- You have at least one job that pays less than the **monthly** income limit for allowances on page 2, then enter the number from:
  - Line B9, if you completed Worksheet B.
  - Line A4, if you didn't complete Worksheet B.
- You don't have at least one job that pays less than the **monthly** income limit for allowances, but your annual income after federal adjustments (your AGI) will be less than the annual income limit, enter the number from line B9.
- Your AGI will be more than the **annual** limit for allowances, enter the number from line B7.

**Line C6: Net allowances.** If:

- The number of allowances on line C5 is **more** than the number of allowance equivalents on line C4, you have net allowances. Subtract line C4 from line C5 and skip the rest of this worksheet. Enter the result on Form OR-W-4, line 2 for a job that pays less than the **monthly** limit on page 2. Enter 0 on Form OR-W-4, line 2 for **all other jobs**. **Note:** If no job pays less than the **monthly** limit, enter 0 on Form OR-W-4, line 2 for **all jobs**.
- The number of allowances on line C5 is less than the number on line C4, you have net additional income. Enter 0 on Form OR-W-4, line 2 for **all jobs** and continue to line C7.
- Line C4 equals line C5, skip the rest of the worksheet and enter 0 on Form OR-W-4, line 2 for **all jobs**.

**Line C7: Net additional income.** Line C4 minus line C5. This is your net additional income in the form of allowance equivalents.

**Line C8: Estimated tax.** Multiply the number on line C7 by \$280. This is the estimated tax on your net additional income. You can request additional withholding each pay period to reduce the tax you may owe when you file your return.

**Line C9: Pay periods.** Enter the number of pay periods for your highest-paying job. **Note:** If you're completing this worksheet mid-year, enter the number of pay periods remaining in the year for the highest-paying job. If you won't have the highest-paying job for the entire year, use the number of pay periods for a job that you will have all year. Otherwise, consider making estimated tax payments that total the amount on line C8.

**Line C10: Additional withholding per paycheck.** This is the amount to ask your employer to withhold from each paycheck. Enter this amount on Form OR-W-4, line 3 for the job with the pay periods you used for line C9. Leave line 3 blank on Form OR-W-4 for all other jobs.

## Additional resources

For additional information, refer to the following publications:

- Publication 150-206-436, *Oregon Withholding Tax Formulas*.
- Publication OR-17, *Oregon Individual Income Tax Guide*.
- Publication OR-ESTIMATE, *Instructions for Estimated Income Tax*.
- Publication 150-211-602, *W-4 Information for Employers*.
- Federal Pub. 501, *Exemptions, Standard Deduction, and Filing Information*.
- Federal Form 2833, *Exemption From Withholding on Compensation for Independent (and Certain Dependent) Personal Services of a Nonresident Alien Individual*.
- Federal Form 1040 Instructions.

## Do you have questions or need help?

[www.oregon.gov/dor](http://www.oregon.gov/dor)  
503-378-4988 or 800-356-4222  
[questions.dor@dor.oregon.gov](mailto:questions.dor@dor.oregon.gov)

Contact us for ADA accommodation or assistance in other languages.

## Worksheets for Form OR-W-4

If you have more than one job at a time, use these worksheets just once and apply the results for **all** jobs as instructed.

### Worksheet A—Personal allowances

- A1. Enter "1" for **yourself** if no one else can claim you as a dependent .....A1.
- A2. If you're married and plan to file a joint return, enter "1" for your **spouse** .....A2.
- A3. Enter the number of **dependents** you will claim on your Oregon tax return .....A3.
- A4. Add lines A1 through A3 .....A4.
- A5. If wages for **this** job are more than \$8,300 per month (\$16,600 if you marked one of the "Married" boxes), enter 0. Otherwise, enter the number from line A4. ....A5.

If you (and your spouse, if you plan to file a joint return):

- Have more than one job at a time;
- May be able to claim additional allowances; or
- Want to request additional withholding.

Continue to Worksheet B. Otherwise, enter the number from line **A5** on Form OR-W-4, line 2.

### Worksheet B—Deductions, adjustments, and credits

Use this worksheet if you plan to claim **any** of the following on your 2026 tax return:

- Losses or federal deductions that result in adjusted gross income (AGI).
- Oregon itemized deductions or additional standard deduction.
- Oregon subtractions or tax credits.

Otherwise, skip this worksheet and go to Worksheet C.

- B1. Enter your estimated 2026 federal losses or adjustments .....B1. \$
- B2. Enter your estimated 2026 Oregon deductions or subtractions .....B2. \$
- B3. Add lines B1 and B2 .....B3. \$
- B4. Line B3 divided by \$3,200. Round to the nearest whole number .....B4.
- B5. Enter your estimated 2026 Oregon tax credits other than the **regular** exemption credit .....B5. \$
- B6. Line B5 divided by \$250. Round to the nearest whole number .....B6.
- B7. Add lines B4 and B6 .....B7.
- B8. Enter the number from Worksheet A, line **A4** .....B8.
- B9. Add lines B7 and B8 .....B9.

If you have other income (including multiple jobs) or will report Oregon additions on your 2026 tax return, continue to Worksheet C. Otherwise, for a job that pays **less** than \$8,300 per month (\$16,600 per month if you marked one of the "Married" boxes), enter the number from line **B9** on Form OR-W-4, line 2; for **all** other jobs, enter 0 on Form OR-W-4, line 2.

## Worksheet C—Multiple jobs, other income, and additions

Use this worksheet if you (and your spouse, if you plan to file a joint return), have more than one job at a time or if you'll be reporting other types of income or Oregon additions when you file your 2026 tax return.

- C1. Enter your estimated 2026 Oregon additions and nonwage income (see instructions) .....C1. \$
- C2. Line C1 divided by \$3,200. Round to the nearest whole number.....C2.
- C3. If you (including your spouse) have multiple jobs at one time, enter the indicated number for your filing status, number of jobs, and pay range. Otherwise, enter 0 .....C3.

| Single, head of household, or married filing separately   |   |                                                                 |   |                                                             |   |
|-----------------------------------------------------------|---|-----------------------------------------------------------------|---|-------------------------------------------------------------|---|
| Two or more jobs, no job pays more than \$3,300 per month | 2 | Two or more jobs, only one job pays more than \$3,300 per month | 4 | At least two jobs that each pay more than \$3,300 per month | 6 |
| Married filing jointly or qualifying surviving spouse     |   |                                                                 |   |                                                             |   |
| Two or more jobs, no job pays more than \$4,100 per month | 3 | Two or more jobs, only one job pays more than \$4,100 per month | 6 | At least two jobs that each pay more than \$4,100 per month | 9 |

- C4. Add lines C2 and C3 .....C4.
- C5. If you completed Worksheet B, enter the number from line **B7** or **B9**. Otherwise, enter the number from Worksheet A, line **A4**. (See instructions if the limit on line C6 applies to you.).....C5.
- C6. Is line C5 **greater** than line C4?.....C6.
- **Yes.** Line C5 minus line C4. Enter this number on Form OR-W-4, line 2 for **one** job that pays **less** than \$8,300 per month (\$16,600 if you marked one of the "Married" boxes) and enter 0 on Form OR-W-4, line 2 for **all** other jobs (or for **all** jobs, if no job pays less than the limit). Skip the rest of this worksheet.
  - **No.** Continue to line C7.
- C7. Line C4 minus line C5 .....C7.
- C8. Line C7 multiplied by \$280 .....C8. \$
- C9. Enter the number of pay periods remaining in 2026 for the highest-paying job .....C9.
- C10. Line C8 divided by line C9. This is the additional amount to be withheld from each paycheck.....C10. \$

Enter the amount from line **C10** on Form OR-W-4, line 3, for the highest-paying job.  
Leave line 3 blank on Form OR-W-4 for **all** other jobs.

**Reminder:** If you're requesting additional withholding for part of the year, remember to check your withholding again early next year.

**– Keep these worksheets for your records –**