



**For Immediate Release**

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**Use Employee Orientation as the Time to Make Proper W-4 Choices Reduce Impact On Employee Take Home Pay and Tax Bite for Next April.**

SCOTTSDALE, AZ -- Every new hire is asked to complete a Federal W-4 form that tells their employer how many withholding allowances they want to claim. This form determines how much federal withholding the employer will deduct from the employee's regular paychecks. The objective for every employee should be to claim the right number of W-4 withholding allowances. If the employee chooses too few allowances, they could end up with less take home pay and a large refund. Some employees view a large refund as a windfall, but financial advisors insist that this large refund is, in effect, an interest free loan to Uncle Sam.

If the employee chooses too many allowances, they may end up with more take home pay, but may not accrue enough withholding to cover the total annual tax liability. Thus, they would be forced to pay additional taxes on April 15. Every employee's tax situation is unique.

Financial advisors often say that a prudent strategy would be to take as many withholding allowances as legally permitted, balanced with the expected tax obligation, and invest what the employee might otherwise have parked with Uncle Sam. Then, if the employee has an unexpected shortfall at tax time, they can take cash from their investments that have been earning interest during the year.

Always check with a tax professional to determine the best number of allowances for each individual situation. Once the correct number of allowances is determined, click on The Paycheck Calculator <http://www.paycheckcity.com> to quickly see the impact of the allowance choice will have on the paycheck take home pay. This web site also has a Form W-4 Assistant that helps an employee sort out allowance choices. Should the employee choose to make a change, they

can print a new W-4 form and submit it to the Human Resources Payroll Department.

Don't wait until a problem arises at tax time next April. Employees can control their take home pay with a little help from these accurate online calculators. Industry insiders complement PaycheckCity's W-4 Assistant as a much better calculator than is available on the IRS Web site.

PaycheckCity.com offers unequalled employee self-service tools for paycheck management. The FREE PERSONAL FINANCE CALCULATORS at this site are used by individuals and organizations of every size to quickly and accurately answer paycheck-related questions and to compute paychecks under a variety of circumstances. Over a million page views take place each month on the PaycheckCity.com site and visitors stay an average of 10 minutes each. It is the most visited site for payroll-related support on the Internet.

For more information about Symmetry Software, call 480.596.1500 or visit the company's web site at [www.symmetry.com](http://www.symmetry.com).

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