

**W-4 Instructions**

Complete W-4 so that your employer can withhold the correct federal tax from your pay. Below are instructions on completing W-4:

For completeness and accuracy complete the “Personal Allowances Worksheet” on the W4 statement if you’re not claiming an exemption or claiming zero allowances or go to the IRS withholding calculation for online assistance at: <http://apps.irs.gov/app/withholdingcalculator/index.jsp>

Completing lines 1-7 on the W-4:

Line

1) Print first name and middle initial, permanent home address (not dorm information)

2) Print Social Security Number

3) Check box “Single” or “Married”

4) Verify that last name is the same as on Social Security card (if name change occurred due to marriage you must change your name with Social Security and get a new card)

5) Write the number of allowances that you are claiming on a scale of 0-9. The higher number of allowances you claim on your W-4, the less income tax will be withheld. You will have the most tax withheld if you claim single and zero allowances (see below example.)

-0 allowances-maximum taken out of your check for taxes

You are a student in college. You’re not married and you don’t have kids. Your parents are allowed to claim you on their tax return (you’re under 24 years old.) SINGLE (on line 3), ZERO ALLOWANCES on line 5 of W4.

-9 least amounts taken out of your checks for taxes

6) Fill out this line only if you have been advised to have an additional dollar amount withheld from your check

7) Fill out this line only if you have been advised that you have Exempt status and leave line 5 blank (see below example.)

Exemption from withholding –If you had no tax liability and received refund of all federal income tax withheld the prior year and expect same this year (generally if you’re making less than $6.300 for the entire year in 2015), complete only lines 1-3, and 7.

Employees claiming exempt on their W-4 will need to submit a new W-4 Form each year by February 15th . If a new form is not received by this date W-4 status will be revised to “single with zero withholding allowances.”

**Sign and Date-You are finished!**