

Instructions for Completing the W-4

Mandatory Entries:

- 1 Name and Address (in its entirety)
- 2 Social Security Number
- 3 Withholding Status (check one box)
- 4 Only if Applicable
- 5 Number of allowances (if unsure see worksheet)
- 6 Only if additional dollar amount is requested (per payroll) OPTIONAL
- 7 Only if Exempt status is being requested (please read rules on exempt status) OPTIONAL

Signature and Date

----- Separate here and give Form W-4 to your employer. Keep the top part for your records. -----

Form W-4 <small>Department of the Treasury Internal Revenue Service</small>	Employee's Withholding Allowance Certificate ▶ Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.	OMB No. 1545-0074 2016
1 Your first name and middle initial Last name		2 Your social security number
Home address (number and street or rural route)		3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. <small>Note: If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.</small>
City or town, state, and ZIP code		4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ▶ <input type="checkbox"/>
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)	5	6 \$
6 Additional amount, if any, you want withheld from each paycheck		
7 I claim exemption from withholding for 2016, and I certify that I meet both of the following conditions for exemption. <ul style="list-style-type: none"> • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here ▶ 7		
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.		
Employee's signature <small>(This form is not valid unless you sign it.) ▶</small>		Date ▶
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)		9 Office code (optional) 10 Employer identification number (EIN)

For Privacy Act and Paperwork Reduction Act Notice, see page 2. Cat. No. 10220Q Form **W-4** (2016)

If you claim **exemption** from withholding, your employer will not withhold federal income tax from your wages. The exemption applies only to income tax, not to social security or Medicare tax. You can claim exemption from withholding for 2018 only if both of the following situations apply:

- For 2017 you had a right to a refund of all federal income tax withheld because you had no tax liability.
- For 2018 you expect a refund of all federal income tax withheld because you expect to have no tax liability.

If you are exempt, complete **ONLY** Lines 1,2,3,4 and 7 and sign the form to validate it. Your exemption for 2018 expires February 15, 2019. (See Publication 505.)