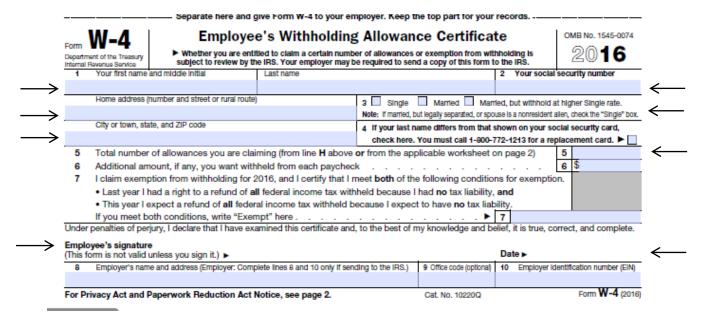
Instructions for Completing the W-4

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



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.)