

W-4 Form - Employee's Withholding Allowance Certificate

Student
 Faculty Academic Staff Grad Asst.
 Classified
 LTE

Please Print

1. U.S. Social Security Number	2. Name (Last) (First) (Middle)				
3. If your name differs from that on your Social Security card, check here and call 1-800-772-1213 for a new card. <input type="checkbox"/>					
4. Birthdate (Month-Day-Year)	5. Marital Status - For Tax Withholding (check only one) <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married but withhold at higher Single rate <input type="checkbox"/> International Visitor. See reverse side for instructions. Note: If married, but legally separated, or spouse is nonresident alien, check the "Single" box.				
If you complete Block 6, do NOT complete Block 8	Complete Block 7				
Residency	Federal and State Allowances and Additional Tax				
6. Non-Resident of Wisconsin I declare that while working in Wisconsin, I am a legal resident of the state indicated below, and that I am not subject to Wisconsin income tax withholding in accordance with a reciprocal tax agreement. Check appropriate box: <input type="checkbox"/> Minnesota (must also complete W-222 and submit with this form. W-222 expires annually.) <input type="checkbox"/> Indiana <input type="checkbox"/> Michigan <input type="checkbox"/> Illinois <input type="checkbox"/> Kentucky	7. Federal Enter total number of allowances and additional tax you are claiming, if any. See reverse side for instructions. <table style="width:100%; border: none;"> <tr> <td style="text-align: right;">Allowances</td> <td style="text-align: right;">Additional Tax</td> </tr> <tr> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;">\$ <input type="text"/></td> </tr> </table>	Allowances	Additional Tax	<input type="text"/>	\$ <input type="text"/>
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<input type="text"/>	\$ <input type="text"/>				
9. Claiming Exempt (Exempt status expires annually on February 15) I claim exemption from withholding this year and I certify that I meet BOTH of the following conditions for exemption: * Last year I had a right to a refund of ALL federal income tax withheld because I had NO tax liability; * This year I expect a refund of ALL federal income tax withheld because I expect to have NO tax liability. See reverse side for instructions. <input type="checkbox"/> I wish to claim Federal exempt <input type="checkbox"/> I wish to claim State exempt Do not complete Blocks 7 or 8 if you claim exempt					
10. Home Telephone - (area code/number) ()					
11. Permanent Address, Street, Apt.# (W-2 mailing purposes)	City State Zip				
12. Under the penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate or if claiming exemption from withholding that I am entitled to claim the exempt status.					
Date	Signature				

International Visitors Complete the Following

Visa Type (if permanent resident with a Green Card, write "Green Card" and date issued).	Country of Residence	Date of Arrival in U.S.
Foreign Address:		

All international students/visitors must also complete the Alien Tax Information Request Form UW1123.

- If you are receiving wages that should be tax free under a tax treaty, you must also complete Form 8233 and the appropriate Revenue Procedure Statement 87-8 or 87-9.

Block 5 - International Visitors (Non-Resident Aliens)

- Check Single Status in Block 5, even if you are married.
- You must claim "1" Allowance in Block 7 for Federal Tax and Block 8 for State Tax unless you are:
 - √ From Canada or Mexico are taxed as Single Status and may claim their dependents in Block 7— Allowances for Federal Tax purposes and Block 8 for State Tax purposes.
 - √ From Japan or Korea are taxed as Single Status and may claim their dependents in Block 7 – Allowances for Federal Tax purposes and Block 8 for State Tax purposes provided the dependents are residing with them in the USA.
- In Block 7 – Additional Tax for Federal only, you must enter \$15.30 if you are paid every two weeks or \$33.10 if you are paid once a month, unless you are Student from India, then you can enter "India Student."
- All international students/visitors must also complete the Alien Tax Information Request Form UW1123.

Blocks 7 & 8 - Allowances

Use the following guidelines to determine the allowances you may claim and enter the totals on Form W-4, Blocks 7 & 8. If you claim "exempt" from federal or state withholding in Block 9, Blocks 7 and 8 must remain blank. In general, you may claim one allowance for each of the following:

- for yourself if no one else is claiming you as a dependent,
- for your spouse if spouse does not work,
- for each dependent,
- if you are single and have only one job.

To **DECREASE** your withholding, increase the number of allowances. For example: change from single-1 to single-2.

To **INCREASE** your withholding, decrease the number of allowances. For example: change from single-2 to single-1.

If you expect to itemize deductions, or to claim adjustments to your income such as child care on your tax return, a W-4 worksheet is available at your payroll office to help you figure the number of withholding allowances you are entitled to claim.

Blocks 7 & 8 - Additional Tax

If you want additional tax withheld from your pay: (1) estimate the yearly amount you will be under withheld; (2) divide amount in (1) by number of pay periods remaining in the calendar year and enter in Blocks 7 and/or 8. For the State of Wisconsin, a form WT-4A must be completed if you withhold a fixed amount.

Block 9 - Exempt

If you can be claimed as a dependent on someone else's tax return and your non-wage income (interest on savings, etc.) plus your wages are expected to be more than \$2,000 (state) and \$700 (federal) you are not eligible to claim exempt. You cannot claim exempt if you are a Non-Resident Alien.

Advance Earned Income Credit

This program makes payments to individuals who meet the qualifications as listed on IRS Form W-5. For more information or to request a W-5 Earned Income Credit Advance Payment Certification, contact your payroll office.