

Part I – To be completed by the employee

EMPLOYEE NAME

EMPLOYEE SOCIAL SECURITY NUMBER

STREET ADDRESS

CITY

STATE

ZIP CODE

HOW TO CLAIM YOUR WITHHOLDING EXEMPTIONS

- 1. If you claim no personal exemption for yourself and wish to withhold at the highest rate, write the figure "0", sign and date Form A4 and file it with your employer.
- 2. If you are SINGLE or MARRIED FILING SEPARATELY, a \$1,000 personal exemption is allowed.
Write the letter "S" if claiming the SINGLE exemption or "MS" if claiming the MARRIED FILING SEPARATELY exemption
- 3. If you are MARRIED or SINGLE CLAIMING HEAD OF FAMILY, a \$4,000 personal exemption is allowed.
Write the letter "M" if you are claiming an exemption for both yourself and your spouse or "H" if you are single with qualifying dependents and are claiming the HEAD OF FAMILY exemption
- 4. Number of dependents (other than spouse) that you will provide more than one-half of the support for during the year. *See dependent qualification below.*
- 5. Additional amount, if any, you want deducted each pay period. \$
- 6. **This line to be completed by your employer:** Total exemptions (example: employee claims "M" on line 3 and "2" on line 4. Employer should use column M-2 (Married with 2 dependents) in the withholding tables)

Under penalties of perjury, I certify that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

Employee's Signature _____ **Date** _____

Part II – To be completed by the employer

EMPLOYER NAME

EMPLOYER IDENTIFICATION NUMBER (EIN)

ADDRESS

CITY