

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 \$2,000 personal exemption is allowed.
Write the letter "M" if you are claiming an exemption for both yourself and your spouse or " " 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