

Form W-4 Employee's Withholding Allowance Certificate NORTHWESTERN OKLAHOMA STATE UNIVERSITY

Whether you are entitled to claim a certain number of allowances or exemptions from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

1. First name-Middle initial-Last name as shown on Social Security card		Local Phone Number	2. Social Security Number
Permanent Home Address (number, street, city, state, zip)		3. <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. <i>Note: If married, but legally separated, or spouse is a nonresident alien, check the Single box..</i>	
Address While in School (dorm & room, or number, street, city, state, zip)		4. If your last name differs from that 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		5	
6. Additional amount, if any, you want withheld from each paycheck		6	Federal \$ State \$
7. I claim exemption from withholding for this tax 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; 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 the word "EXEMPT" here		7	
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. (Form is not valid unless you sign it.)			
Employee's Signature _____			Date _____

NWOSU Rev 10/09

Form W-4

Purpose. Complete Form W-4 so your employer can withhold the correct Federal income tax from your pay. Because your tax situation may change, you may want to refigure your withholding each year.

Exemption from withholding. If you are exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for this year expires February 16 of next year. See Pub. 505, Tax Withholding and Estimated Tax.

Note: You cannot claim exemption from withholding if (a) your income exceeds \$950 and includes more than \$300 of unearned income (for example, interest and dividends) and (b) another person can claim you as a dependent on their tax return.

Basic instructions. If you are not exempt, ask payroll for the Personal Allowances Worksheets. The worksheets adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-

earner/multiple job situations. Complete all the worksheets that apply. However, you may claim fewer allowances.

Head of household. Generally, you may claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet**. See Pub. 919, How Do I Adjust My Tax Withholding, for information on converting your other credits into withholding allowances.

Non-wage income. If you have a large amount of non-wage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax

for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 919 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners/Multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding will usually be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others.

Nonresident alien. If you are a nonresident alien, see Notice 1392 before completing this Form W-4.

Check your withholding. After your Form W-4 takes effect, use Pub. 919 to see how the dollar amount you are having withheld compares to your projected total annual tax. See Pub. 919, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).