

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

1. Type or print your First name Middle initial Last name as listed on your Social Security card		2. Your Social Security Number	
Permanent home address (number and street or rural route)		3. <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. <small>Note: If married, but legally separated, or spouse is a nonresident alien, check the Single box..</small>	
City or town, state, and ZIP code	Local phone number	4. If your last name differs from that on your Social Security card, check here and call 1-800-772-1213 for a new card ☺	
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, enter "EXEMPT" here		7	
Under penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate or entitled to claim exempt status.			
Employee's Signature _____		Date _____	

Form W-4

Purpose. Complete Form W-4 so your employer can withhold the correct 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 expires February 16 of next year.

Note: You cannot claim exemption from withholding if (1) your income exceeds \$750 and includes more than \$250 of unearned income (e.g., interest and dividends) and (2) 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 Worksheet to help you figure the number of withholding allowances you are entitled to claim. **However, you may claim fewer allowances.**

Child tax and higher education credits. For details on adjusting withholding for these and other credits, see Pub. 919, How Do I Adjust My Tax Withholding?

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 dependent(s) or other qualifying individuals.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, you should consider making estimated tax payments using Form 1040-ES. Otherwise, you may owe additional tax.

Two earners/two 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 prepared for the highest paying job and zero allowances are claimed for the others.

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 estimated total annual tax. Get Pub. 919 especially if your earnings exceed \$125,000 (Single) or \$175,000 (Married).