

What Makes a W-4 Form Invalid

Federal:

- Missing social security number and/or missing name and address.
- Inaction in field 3 (failure to mark a marital status)
- Marking a number of allowances in field 5 AND marking “exempt” in field 7.
 - Because field 5 tells us how much to withhold for taxes, and field 7 indicates not to withhold at all, they are contradictory and use of both fields makes the form invalid – one of these must be left blank.
- Failure to mark either field 5 or field 7.
- Lack of signature at the bottom of the form.
- Completing and dating a form in the current year on a form from a previous year.
 - The year of the form can be found in the upper right corner of the form. It should read the current year, and the date on the form next to the signature should match this year.

State:

- Missing social security number or other information.
- Marking a number of allowances in field 6 AND marking an exemption box in field 8.
 - Because field 6 tells us how much to withhold for taxes, and field 8 indicates not to withhold at all, they are contradictory and use of both fields makes the form invalid – one of these must be left blank.
- Failure to mark either field 6 or field 8.
- Lack of signature on the form.
- The number of allowances in field 6 is greater than those on the federal form (in field 5).
 - According to the Michigan Dept. of Treasury, no person can claim more allowances with the state tax department than with the federal tax department. Therefore, you must have an equal or lesser number of allowances on your state form. For example, if you claim 3 on your federal form, you may not claim any number greater than 3 with the state, but may claim any number from 0 to 3.

City:

- Missing social security number or other information.
- Failure to mark resident or non-resident on the top of the form.
- Failure to provide a percentage of work done for Grand Valley in the given city.
- Failure to fill in fields 4 and 7.
- Lack of signature on the bottom of the form.