

How to Fill Out Form UC W-4/ DE-4

Use Form UC W-4/DE-4 to figure the right amount of federal and state income tax to have withheld from your paycheck. You may want to review your withholding every year, especially after completing your tax return. You can complete a new UC W-4/DE-4 to have more or less income tax withheld from your paycheck:

1. Download UC W-4/DE4 <http://www.ucop.edu/ucophome/cao/paycoord/ucw4-de4.pdf>. This form is in a PDF format, and you can type your information on your computer before printing it out.
2. Provide your name, address, and Social Security Number.
3. Check the box for married or single, depending on your marital status.
4. Provide total number of withholding allowances to claim. For further information go to IRS website at <http://www.irs.gov/>.
5. 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 usually will be most accurate when all allowances are claimed on the Form W-4 with the highest paying job and zero allowances claimed on the other jobs.
6. You can also use the IRS Withholding Calculator <http://www.irs.gov/individuals/article/0,,id=96196,00.html> to calculate your withholding allowances more exactly.
7. You cannot claim exemption from withholding if (a) your income exceeds \$850 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.
8. Print, sign, and date the form.