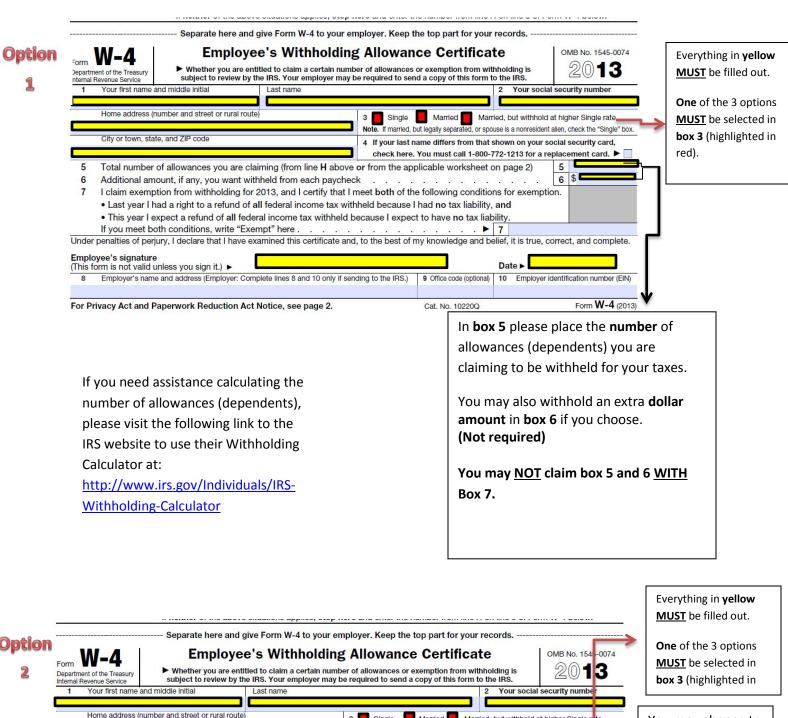
There are two options to fill out a W-4 Form. In option one, you can choose to claim allowances (dependents) to be withheld for your taxes. In option two, you can choose to claim exempt. Below are examples of how to fill out both options.



Home address (number and street or rural route) You may choose to Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single City or town, state, and ZIP code select **box 7** if you check here. You must call 1-800-772-1213 for a replacement card. ▶ wish. To do this Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2) 6 \$ Additional amount, if any, you want withheld from each paycheck you may **ONLY** I claim exemption from withholding for 2013, and I certify that I meet both of the following conditions for exemption. choose **box 7** and . 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. cannot have If you meet both conditions, write "Exempt" here . Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete. anything in boxes 5 and 6. You must (This form is not valid unless you sign it.) ▶ Date ▶ Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.) 9 Office code (optional) 10 Employer identification number (EIN) write **EXEMPT** in box 7. For Privacy Act and Paperwork Reduction Act Notice, see page 2. Form W-4 (2013) Cat. No. 10220Q

If you have further questions on how to fill out your W-4 form, please contact Paula Quay in the Payroll department. Paula Quay Phone: (435)797-1058 Email: paula.quay@usu.edu