

## Form W-4 (WMU)

## Employee's Withholding Allowance Certificate

1a. Please print your name, Last, First, Middle <input type="text"/>		1b. Your Employee ID Number <input type="text"/>	2. Your Social Security Number <input type="text"/>	
Your Home/Local Address <input type="text"/>			3. Tax Filing Status (check one) <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Married filing separately	
City, State, and Zip Code <input type="text"/>				
Are you a New Employee? <input type="checkbox"/> yes <input type="checkbox"/> no	Federal <input type="text"/>	State <input type="text"/>	City <input type="text"/>	Status <input type="checkbox"/> U.S. Citizen or Resident Alien <input type="checkbox"/> Non-Resident Alien, from what Country? <input type="text"/>
4. Total number of allowances you are claiming <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
5. Additional Amount, you want deducted (This will be added to the calculated tax amount) <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

**This section applies only to U.S. citizens or residents:**

6. I claim exemption from withholding because

- Last year I did not owe federal or state income tax and had a right to a full refund of ALL income tax withheld, and
- This year I do not expect to owe federal or state income tax and expect to have a right to a full refund of all income tax withheld.

If both apply, enter the year effective and "exempt" from taxes below.

Year	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Note:** By law non-resident alien must be considered single with one allowance for withholding purposes. Also, an additional amount is normally required to be withheld from each paycheck since the standard deduction is not available to most non-residents. In order to claim the benefit of a tax treaty a non-resident alien must complete IRS form 8233. Call the WMU Payroll Department for additional details or to obtain this form.

7. Under the penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate or, if claiming exemption from withholding, that I am entitled to that status.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Print, Sign and Return this card to the Payroll Department – Mail Stop 5250**