Disclaimer: The material contained herein is for informational purposes only and does not constitute tax advice.

- Complete the top portion with your information (name, address, Social Security number, etc)
- Check off one of the Marital Statuses: Single, Married, or Married but withhold at a higher single rate.
- Line 7: Enter EXEMPT
- Do not complete any additional lines if you are claiming EXEMPT, as this will invalidate the form.
- Make sure to sign and date the form as it will not be valid without your signature!

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**W-4**

**Employee's Withholding Allowance Certificate**

1. Your first name and middle initial
2. Last name
3. Your social security number
4. Home address (number and street or rural route)
5. City or town, state, and ZIP code
6. If you last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card.
7. Single □ Married □ Married, but withhold at higher single rate.
8. Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)
9. Additional amount, if any, you want withheld from each paycheck
10. 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.

**Employer’s signature**

(This form is not valid unless you sign it.)  ▶

**Date ▶**

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For Privacy Act and Paperwork Reduction Act Notice, see page 2.

Cat. No. 10220Q

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