

W4 Instructions – EXEMPT

**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!

----- Separate here and give Form W-4 to your employer. Keep the top part for your records. -----

Form <b style="font-size: 2em;">W-4</b> Department of the Treasury Internal Revenue Service	<b style="font-size: 1.2em;">Employee's Withholding Allowance Certificate</b> ▶ Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.	OMB No. 1545-0074  <span style="font-size: 2em; font-weight: bold;">2015</span>
1 Your first name and middle initial Joe S.	Last name Student	2 Your social security number 000-00-0000
Home address (number and street or rural route) 123 Main Street City or town, state, and ZIP code Baltimore, MD 21210		3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box. 4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ▶ <input type="checkbox"/>
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)	5	6 Additional amount, if any, you want withheld from each paycheck
6	6 \$	7 I claim exemption from withholding for 2015, and I certify that I meet <b>both</b> of the following conditions for exemption.
• Last year I had a right to a refund of <b>all</b> federal income tax withheld because I had <b>no</b> tax liability, <b>and</b> • This year I expect a refund of <b>all</b> federal income tax withheld because I expect to have <b>no</b> tax liability. If you meet both conditions, write "Exempt" here . . . . . ▶		7 <b>EXEMPT</b>
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.		
Employee's signature (This form is not valid unless you sign it.) ▶		Date ▶
8 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)