



# W-4

## EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE

Payroll Department  
101 James M. Elliott Building  
120 S. Burrowes Street  
State College, PA 16801  
Employer I.D. No. 24-6000376

**COMPLETE ENTIRE FORM** - Complete this entire form after reading the "W-4 Information" below.

Place I-9 stamp in this box

PSU-ID #	Social Security Number	Last Name	First Name	Middle Name	Suffix (Jr., Sr., I, II)
Home Street Address			Home City or Town		State
Taxing Authority (City, Borough, or Township)			School District	Home Phone	
County of above Address			Date of Birth	-- Payroll Office Use Only --	
Do you work for PSU in Pennsylvania? Yes <input type="checkbox"/> No <input type="checkbox"/>			If NO - What state or country do you work in for PSU?		
Are you a citizen of the U.S.? Yes <input type="checkbox"/> No <input type="checkbox"/>		Type of Visa	Are you a non-resident alien for US tax purposes? Yes <input type="checkbox"/> No <input type="checkbox"/>		Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
Office Address			Building Name		
Department Employed By					

<b>MARITAL STATUS</b> <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate <b>NOTE:</b> If married, but legally separated, or spouse is a non-resident alien, check "Single" box.	If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a new card. <div style="text-align: right;">→ <input type="checkbox"/></div>
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<b>WITHHOLDING ALLOWANCES</b> Total number of allowances you are claiming (use <a href="#">IRS Publication 505</a> with related worksheets, as necessary) Additional dollar amount, if any, you want deducted from each pay (must be in whole dollars) I claim exemption from withholding for 2017, and I certify that I meet <b>both</b> of the following conditions for exemption. (a) 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> (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 <b>both</b> conditions, write <b>EXEMPT</b> here..... →	<div style="border: 1px solid black; width: 40px; height: 20px; margin-bottom: 5px;"></div> \$
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**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.**

Email address: \_\_\_\_\_

Signature (Required): \_\_\_\_\_ Date (Required): \_\_\_\_\_

### W-4 INFORMATION

**Purpose:** Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

**Exemption from withholding.** If you are exempt, complete the entire form (including writing "EXEMPT" in the box in the Withholding Allowances section) and sign the form to validate it. Your exemption for 2017 expires February 15, 2018. See Pub. 505, Tax Withholding and Estimated Tax.  
**NOTE:** If another person can claim you as a dependent on his or her tax return, you cannot claim exemption from withholding if your income exceeds \$1,050 and includes more than \$350 of unearned income (for example, interest and dividends).

**Exceptions:** An employee may be able to claim exemption from withholding even if the employee is a dependent, if the employee: (a) is age 65 or older, (b) is blind, or (c) will claim adjustments to income; tax credits; or itemized deductions, on his or her tax return. The exceptions do not apply to supplemental wages greater than \$1,000,000.

If any of the federal withholding information is blank or incomplete, the IRS requires an employer to withhold at the single rate with zero allowances.

If the number of withholding allowances you are entitled to claim decreases to fewer than the number you claim on your current W-4, you must file a new W-4 within 10 days.

You may be fined if, with no reasonable basis, you file a W-4 that results in less tax being withheld than is properly allowable. In addition, criminal penalties apply for willfully supplying false or fraudulent information or failing to supply information requiring an increase in withholding.

If you have more than one job, or your spouse works, you may claim all of your allowances on one job, or you may claim some on each job, but you may NOT claim the same allowances more than once. Your withholding will usually be more accurate if you claim all allowances on the Form W-4 for the job with the largest wages, and claim zero on all other W-4s.