

# W-4 Form—Employee's Withholding Allowance Certificate

## See Reverse Side Instructions

**Please Print.** This is a tax form. Do not use this form for an Address Change only (please see the Employee Information form UW1035 available at <http://www.bussvc.wisc.edu/ecbs/pay-employee-information-uw1035.pdf>.) On every W-4 form you submit you must indicate your marital status and exemption status or it will be assigned to Single with zero exemptions.

U.S. Social Security Number - -		Name Last		First		Middle Initial	
Birthdate (Month-Day-Year)  / /	Gender  <input type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status—For Tax Withholding (check only one) <input type="checkbox"/> Single (or married but legally separated) <input type="checkbox"/> Married <input type="checkbox"/> Married but withhold at higher Single rate Note: All Non-Resident Aliens are required to check Single. (See additional instructions on reverse side.)					
Heritage Code    See definitions on reverse side. <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5				Wisconsin County Employed			
<b>Exempt (Exempt status expires annually on February 15) International employees cannot claim exempt.</b> I claim exemption from withholding this year, I certify that I meet <b>BOTH</b> of the following: <ul style="list-style-type: none"> <li>▪ Last year I had a right to a refund of <b>ALL</b> income tax withheld because I had <b>NO</b> tax liability; <b>AND</b></li> <li>▪ This year I expect a refund of <b>ALL</b> income tax withheld because I expect to have <b>NO</b> tax liability</li> </ul> <b>AND</b> that I do not meet the conditions listed on the reverse side.							
EXEMPT for Federal Tax: <input type="checkbox"/> Yes <input type="checkbox"/> No		EXEMPT for Wisconsin State Tax: <input type="checkbox"/> Yes <input type="checkbox"/> No					
If you have checked yes in one of these boxes, do NOT enter any amounts in the Federal and/or Wisconsin State Tax blocks.							
<b>Non-Resident of Wisconsin</b> I declare that while working in Wisconsin, I am a legal resident of the state indicated below, and that I am not subject to Wisconsin income tax withholding in accordance with a reciprocal tax agreement. Check appropriate box: <input type="checkbox"/> Indiana <input type="checkbox"/> Illinois <input type="checkbox"/> Michigan <input type="checkbox"/> Kentucky <input type="checkbox"/> Minnesota residents must complete and attach a W-222; also submit a W-222 annually; W-222 can be found at: <a href="http://www.dor.state.wi.us/forms/with/w-222.pdf">www.dor.state.wi.us/forms/with/w-222.pdf</a> If you have checked one of these boxes, do NOT enter any amounts in the Wisconsin State Tax blocks.							
<b>FEDERAL TAX</b>				<b>WISCONSIN STATE TAX</b>			
Number of Allowances for Federal Tax (leave blank if claiming exempt).		Additional Federal Tax to be Withheld:  \$		Number of Allowances for State Tax (leave blank if claiming exempt).		Additional State Tax to be Withheld:  \$	
<b>My U.W. work is performed outside of Wisconsin and I reside outside of Wisconsin and I am not a Wisconsin resident.</b> USA State or foreign country of Residence:  USA State or foreign country where work is performed: US Citizens working outside of the U.S. may qualify for exemption from state and federal income tax by filing IRS Form 673.							
U.S. Home Telephone - (area code/number) ( ) -							
<b>U.S.</b> →	Street	Apt No.	City	State	Zip		
<b>Foreign</b> →	Street	Apt. No	City	Province		Country	Postal Code
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 claim the exempt status.							
Date (Mo/Day/Yr)		Employee Signature					
<b>Address Release</b> --My home mailing address and telephone number may be made available for the staff directory and released to the public upon request. <input type="checkbox"/> Yes <input type="checkbox"/> No							

### International Visitors Complete the Following - See reverse side

For tax purposes, check one box and (see instructions) <b>Nonresident</b> <b>Resident</b> <b>Alien</b> <input type="checkbox"/> <b>Alien</b> <input type="checkbox"/>	<b>Visa Type</b> (If permanent resident with a Green Card, write "Green Card" and date issued.)	<b>Country of Residence</b>	<b>Date of Arrival in U.S.</b> (Mo/Day/Yr)  - -
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U.W. Processing Center 750 University Avenue, Madison, Wisconsin, 53706

## Gender and Heritage Code

**Supplying this information is voluntary. The information will be treated as confidential and will not be disclosed in response to a public records request. It will be used for affirmative action reporting and related University purposes.**

(Indicate lowest Heritage Code number of the following, if in more than one group.)

- (1) **Black (Not of Hispanic Origin)**—All persons having origins from any of the black racial groups.
- (2) **Asian or Pacific Islanders**—All persons having origins from any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, Samoa, and India.
- (3) **American Indian or Alaskan Native**—All persons having origins from any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
- (4) **Hispanic**—All persons of Mexican, Puerto Rican, Cuban, Central or South American, Iberian Peninsula, or other Spanish culture or origin, regardless of race.
- (5) **White (Not of Hispanic Origin)**—All persons having origins from any of the original peoples of Europe, North Africa, and the Middle East.

## ALL INTERNATIONAL VISITORS

**All International visitors** for tax purposes must indicate if you are a Nonresident or Resident Alien at the bottom of the form. If you are not sure which category to check, review Section 4.E. or 5 of the UW1123 Alien Tax Information Request form. All new International visitors must submit the UW1123 with this form, which is located in the International Tax Packet on the web at: <http://www.bussvc.wisc.edu/ecbs/itx-international-tax-packet-uw1469.pdf>.

**NOTE:** If you receive money that should be tax free under a tax treaty, Resident Aliens should complete a form W-9 and Nonresident Aliens should follow the instructions below. All forms can be located at the website listed above.

## INSTRUCTIONS FOR INTERNATIONAL NONRESIDENT ALIENS

- Marital Status** Check Single, even if you are married.
- Exempt** Check "No". International Nonresident Alien employees **cannot** claim exempt for either Federal or State Tax.
- Exemption Claimed** Enter "1" Allowance unless:
  - You are from Canada or Mexico. If so, you will be taxed as Single and you may claim your dependents as allowances for State and Federal Tax purposes. Your dependents DO NOT need to reside with you in the USA.
  - You are from Korea. If so you will be taxed as Single and you may claim your dependents as allowances for State and Federal Tax purposes provided your dependents reside with you in the USA.
- Additional Tax**--Enter Additional Federal Tax of \$15.30 if you are paid every two weeks or \$33.10 if you are paid once a month, unless you are a Student from India enter "India Student" as the additional tax does not apply.

**NOTE:** If you receive money that should be tax free under a tax treaty, complete either Form W-8BEN if payment is a Fellowship or Form 8233 if payment is for wages. The appropriate Revenue Procedure Statement 87-8 or 87-9 must also be completed and submitted with the 8233.

## INSTRUCTIONS FOR ALL OTHER PERSONS

- Exempt:** You are NOT eligible to claim exempt if:
  - You can be claimed as a dependent on someone else's tax return and
  - Your non-wage income (interest on savings etc.) plus wages are expected to be more than \$850 for Federal or \$800 for Wisconsin.
- Allowances:** Enter the allowances you can claim. (IRS Pub. 919 available at [www.irs.gov](http://www.irs.gov) will help you figure the number of withholding allowances you can claim). In general you can claim one allowance for:
  - yourself, if no one else is claiming you as a dependent,
  - your spouse, if spouse does not work,
  - each dependent not claimed by someone else,
- If claiming "EXEMPT" from federal and/or state withholding you must leave the Allowance Box blank.
- To DECREASE withholding, increase the number of allowances.
- To INCREASE withholding, decrease the number of allowances.
- Additional Tax**  
If you want additional tax withheld: (1) estimate the yearly amount you will be under withheld; (2) divide the yearly amount by the number of pay periods remaining in the calendar year and enter the result in the Additional Tax blocks. For State tax, a Form WT-4A must be completed, if you are only claiming a fixed dollar amount. Additional tax withholding amounts are taken from every check.

**Advance Earned Income Credit:** Payments can be made to individuals who meet the qualifications listed on IRS Form W-5 available on the web at [www.irs.gov](http://www.irs.gov) . For more information contact your Payroll office.