Completing the W-4 Tax Withholding Form

The employee completes this form regarding their tax withholdings.

* Social Security Number
* Legal Name
* Birthdate
* Gender
* Marital Status
* Heritage Code – listed on Page 2 of W-4
* Wisconsin County Employed – Winnebago

U.S. Social Security Number – –	Name Last	First	Middle Initial
Birthdate (Month-Day-Year) / /	Gender ☐ Male ☐ Female	Marital Status–For Tax Withholding (check only one) ☐ Single (or married but legally separated) ☐ Married ☐ 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. ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5		Wisconsin County Employed	

* **Exempt Status**

the employee must check "YES" or "NO" for both Federal and State Taxes

--If parents claim student on their income taxes, (s)he is unable to claim Exempt Status.

--If student has any tax liability for previous year, (s)he should not claim Exempt (ALL taxes withheld returned—had 0 for the amount of taxes owed for previous year.

If claiming Exempt, W4 needs to be completed for each calendar year employee wishes to claim Exempt status.

Exempt (Exempt status expires annually on February 15) International employees cannot claim exempt.

I claim exemption from withholding this year, I certify that I meet **BOTH** of the following:

- Last year I had a right to a refund of **ALL** income tax withheld because I had **NO** tax liability; **AND**
- This year I expect a refund of **ALL** income tax withheld because I expect to have **NO** tax liability

AND that I do not meet the conditions listed on the reverse side.

EXEMPT for Federal Tax:	EXEMPT for Wisconsin State Tax:
☐ Yes ☐ No	☐ Yes ☐ No

If you have checked yes in one of these boxes, do NOT enter any amounts in the Federal and/or Wisconsin Sate Tax blocks.

Non-Resident of Wisconsin

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:

☐ Indiana ☐ Illinois ☐ Michigan ☐ Kentucky

☐ Minnesota residents must complete and submit W-222 annually which can be found at:

www.dor.state.wi.us/forms/with/w-222.pdf

If you have checked one of these boxes, do NOT enter any amounts in the Wisconsin State Tax blocks.

FEDERAL TAX		WISCONSIN STATE TAX	
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: $

*** If the employee checks "YES"** for Federal and/or State Taxes – the "Number of Allowances" box(es) should be left blank

*** If the employee checks "NO"** for Federal and/or State Taxes – there should be a number written in the "Number of Allowances" box(es) below

* **Non-Resident of Wisconsin** if a student checks any box in this section, they must also check "NO" in the "Exempt from Wisconsin State Tax" box above

- If the employee checks the box for "Minnesota" they must also complete the W-222 form (This form will need to be completed for each calendar year the student wishes to claim this exemption.) (http://www.uwosh.edu/hr/pdf/statementofminnesotaresidency.pdf)
- If the employee checks the box for "Indiana, Illinios, Michigan or Kentucky" they must also complete the W-220 form (http://www.uwosh.edu/hr/pdf/nonresidentemployeeswithholdingreciprocity.pdf)
- If the employee checks any state box, they must also list an address for that same state on the W-4 form

* Home Telephone
* U.S. Address
    address must be where they want W-2 sent and correspond with state they are claiming to be resident of
* Foreign Address – leave blank
* Date
* Employee signature
* Address Release
    this is a release for their address. Because of FERPA or the Buckley Amendment, no student employment information is shared with anyone without express written consent of the student. The student directory is compiled based on information provided by the Student Affairs Office.

My U.W. work is performed outside of Wisconsin and I reside outside of Wisconsin and I am not a Wisconsin resident.

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)

( ) -

U.S →	Street	Apt No.	City	State	Zip
Foreign →	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

Address Release --My home mailing address and telephone number may be made available for the staff directory and released to the public upon request. ☐ Yes ☐ No

International Visitors Complete the Following - See reverse side

For tax purposes, check one box and (see instructions)	**Visa Type** (If permanent resident with a Green Card, write "Green Card" and date issued.)	**Country of Residence**	**Date of Arrival in U.S.** (Mo/Day/Yr)
Nonresident Alien ☐ | **Resident Alien** ☐			- -

U.W. Processing Center 750 University Avenue, Madison, Wisconsin, 53706

*** International Visitors**

Employees not a citizen or national of the United States need to come to Human Resources to complete an additional tax packet.