

Write in current calendar year

W-4 Employee's Withholding Allowances

1) Print Name:

2) Social Security Number

Last First MI

____-____-____

3) Marital Status (**check one**)..... 3) Single _____
Married _____

Federal	Minnesota
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4) **Total number** of Exemptions..... 4) _____

5) Additional amount, if any, you want withheld from each paycheck 5) \$_____ \$_____

6) I claim exemption from withholding for _____(calendar year) and I certify that I meet **BOTH** of the following conditions for exemption:
• Last year I had a right to a refund of **ALL** Federal income tax withheld because I had **NO** tax liability **AND**
• This year I expect a refund of **ALL** Federal income tax withheld because I expect to have **NO** tax liability.
If you meet both conditions, write "EXEMPT" here 6) _____

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.

If your last name differs from that on your social security card call 1-800-772-1213 for more information.

Employee's signature _____ Date _____

For Business Office Use Only

10.2010 revised

Please Attach Completed I-9

Employee added to MnSCU _____

Minnesota State University, Mankato

W-4 INSTRUCTIONS

To complete the W-4, have the STUDENT EMPLOYEE complete the following:

Line 1. Print their name.

Line 2. Social security number

Line 3. Marital status-check one.

Line 4. Indicate exemptions for taxes withheld from each paycheck (refer to tax forms on our [website](#)).

Line 5. Indicate a dollar amount for an additional amount to be withheld from each paycheck.

Line 6. Exempt from taxes - for students with treaties.

Line 7. Employee's/student's signature and date.