

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.