

## Employee's Withholding Allowance Certificate

2018

▶ Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

<b>1</b> Your first name and middle initial	Last name	<b>2</b> Your social security number
Home address (number and street or rural route)		<b>3</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 nonresident alien, check the "Single" box.
City or town, state, and ZIP code		Start Date:

### Withholding Information

**Exempt** (Exempt status expires annually on February 15 - unless new form is completed, your status will change to Single with Zero Exemptions)

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

EXEMPT for Federal Tax:  Yes  No      EXEMPT for Wisconsin State Tax:  Yes  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.**

Federal Tax		Wisconsin State Tax	
Number of Allowances for Federal Tax (leave blank if claiming exempt):		Number of Allowances for WI State Tax (leave blank if claiming exempt):	

### Wisconsin Nonresident Reciprocity Declaration

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

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

### Signature

Under the penalties of perjury, I declare that I have examined this entire certificate and to the best of my knowledge and belief, it is true, correct, and complete. (This form is not valid unless you sign it.)

Employee Signature	Date <span style="float: right;">(mm/dd/yyyy)</span>
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#### Basic Instructions:

- Lines 1 through 4 of your W-4 are for your personal information: your name, home address, social security number and filing status.
- In order to avoid withholding altogether, you'll have to fall into both of the following categories: you have no tax liability this year and you had no tax liability in the previous tax season, so all of the federal income tax you paid was given back to you. Generally, you can say you have no tax liability when you're not required to file an income tax return or you owe zero taxes. If those conditions apply to you, you can check 'Yes' for "exempt" for Federal and/or Wisconsin.
- The next section for Federal and Wisconsin State Tax is where you claim your personal allowances. Zero takes out the most, 1 would be less than zero, etc. If you are from one of the four states listed in the Wisconsin Nonresident Reciprocity section, you do not have to fill out the Wisconsin State Tax box above, unless you would prefer to claim WI taxes in January to apply to your State's tax liability. Either the Exempt Box or the Number of Allowances needs to be filled in for Federal and filled in for State.
- After you've signed the form, complete the second page and return it to Human Resources.