

EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE

Standard Wage Withholding Template

Complete this form so that your employer can withhold the correct amount of income tax from your pay. Keep a copy for your records.

STEP 1: PERSONAL INFORMATION

FIRST NAME AND MIDDLE INITIAL

LAST NAME

SOCIAL SECURITY
NUMBER

HOME ADDRESS (NUMBER AND STREET OR RURAL ROUTE)

APARTMENT / SUITE
NUMBER

CITY, STATE, AND ZIP CODE

FILING STATUS

☐ SINGLE /
MARRIED FILING
SEPARATELY

☐ MARRIED FILING
JOINTLY

☐ HEAD OF
HOUSEHOLD

STEP 2: MULTIPLE JOBS OR SPOUSE WORKS

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

☐ CHECK HERE IF YOU HAVE ONLY TWO JOBS TOTAL AND THE SPOUSE WORKS, OR IF YOU HOLD MULTIPLE JOBS.

STEP 3: CLAIM DEPENDENT ALLOWANCES

NUMBER OF QUALIFYING CHILDREN UNDER AGE 17

NUMBER OF OTHER DEPENDENTS

TOTAL NUMBER OF WITHHOLDING ALLOWANCES CLAIMED

STEP 4: OTHER ADJUSTMENTS (OPTIONAL)

(A) OTHER INCOME (NOT FROM JOBS, SUCH AS DIVIDENDS OR INTEREST)

(B) DEDUCTIONS (IF YOU EXPECT TO CLAIM ITEMIZED DEDUCTIONS OTHER THAN THE STANDARD DEDUCTION)

(C) EXTRA WITHHOLDING (ANY ADDITIONAL AMOUNT YOU WANT WITHHELD FROM EACH PAY PERIOD)

STEP 5: SIGN HERE

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

EMPLOYEE'S SIGNATURE

DATE

EMPLOYER ONLY SECTION

EMPLOYER NAME AND ADDRESS

FIRST DATE OF EMPLOYMENT

EMPLOYER IDENTIFICATION
NUMBER (EN)
