

# EMPLOYEE FEDERAL AND STATE TAX WITHHOLDING SHEET

Payroll Department Record

## 1. EMPLOYEE PERSONAL INFORMATION

Full Name			
Home Address			
City, State, Zip			
Social Security No.		Date of Birth	
Employee ID No.		Date of Hire	

## 2. FEDERAL WITHHOLDING (BASED ON FORM W-4)

Federal Filing Status	<input type="checkbox"/> Single or Married Filing Separately <input type="checkbox"/> Married Filing Jointly <input type="checkbox"/> Head of Household		
Multiple Jobs / Spouse Works	<input type="checkbox"/> Two Jobs Total (or Spouse Works)		
Claim Dependents (Step 3)	\$		
Other Income (Step 4a)	\$	Deductions (Step 4b)	\$
Extra Withholding (Step 4c)	\$ (Per Pay Period)		

## 3. STATE TAX WITHHOLDING

State of Employment		State Filing Status	
Number of Allowances		Additional State Withholding	\$
Exempt Status	<input type="checkbox"/> I claim exemption from state withholding (subject to qualification)		

## 4. AUTHORIZATION & SIGNATURE

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. I authorize my employer to withhold federal and state taxes from my compensation according to the selections indicated above.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

## 5. EMPLOYER USE ONLY

Employer Name		Employer EIN	
Processed By		Date Processed	

