



**EMPLOYEE'S WITHHOLDING ALLOWANCE
CERTIFICATE (FORM W-4)**

Payroll Department
307 Rider I Building
University Park, PA 16802
Employer I.D. No. 24-6000376

COMPLETE ENTIRE FORM / SIGNATURE REQUIRED. Please print or type all information except signature. **Prior to completing this form, read the "W-4 Information" section, below.** Items labeled with an **(A)** are to be completed by the Payroll Office.

PSU-ID	Social Security Number	Last Name	First Name	Middle Name	Suffix(Jr.,Sr.etc.)
Home Street Address			Home City or Town	State	Zip Code
Taxing Authority (City, Borough, or Township)		School District	Home Phone	Work or Campus Location	
County of above Address	Date of Birth	(A)	Office Address		Building Name
Are you a citizen of the U.S.? Yes <input type="checkbox"/> No <input type="checkbox"/>	Type of Visa	Are you a non-resident alien? Yes <input type="checkbox"/> No <input type="checkbox"/>	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Department Employed By	

MARITAL STATUS

Single Married Married, but withhold at higher Single rate

NOTE: If married, but legally separated, or spouse is a non-resident alien, check "Single" box. ➔

If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a new card.

WITHHOLDING ALLOWANCES

Total number of allowances you are claiming (use **IRS Publication 919** with related worksheets, as necessary)

Additional dollar amount, if any, you want deducted from each pay (must be in whole dollars) \$

Signature: _____ Date: _____

W-4 INFORMATION

If any of the federal withholding information is blank or incomplete, the IRS requires an employer to withhold at the single rate with zero allowances.

If the number of withholding allowances you are entitled to claim decreases to fewer than the number you claim on your current W-4, you must file a new W-4 within 10 days.

You may be fined if, with no reasonable basis, you file a W-4 that results in less tax being withheld than is properly allowable. In addition, criminal penalties apply for willfully supplying false or fraudulent information or failing to supply information requiring an increase in withholding.

If you have more than one job, or your spouse works, you may claim all of your allowances on one job, or you may claim some on each job, but you may NOT claim the same allowances more than once. Your withholding will usually be more accurate if you claim all allowances on the Form W-4 for the job with the largest wages, and claim zero on all other W-4s.

