

EMPLOYEES WITHHOLDING ALLOWANCE CERTIFICATE
Federal, State and City Income Taxes

1. _____ PRINT FULL NAME (LAST, FIRST, MIDDLE)	2. Social Security Number _____	3. <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate <small>Note: If married, but legally separated, or spouse is a nonresident alien, check the single block</small>						
_____ STREET ADDRESS _____ CITY STATE ZIP CODE	<input type="checkbox"/> Male <input type="checkbox"/> Female	Birth Date MO. DAY YR. Big Rapids City Resident <input type="checkbox"/> Yes <input type="checkbox"/> No						
4. Total number of allowances you are claiming** 5. Additional amount, if any, you want deducted from each pay**	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:33%;">FEDERAL</th> <th style="width:33%;">STATE</th> <th style="width:33%;">CITY</th> </tr> <tr> <td style="text-align: center;">\$</td> <td style="text-align: center;">\$</td> <td style="text-align: center;">\$</td> </tr> </table>	FEDERAL	STATE	CITY	\$	\$	\$	6. I claim exemption from withholding because (see instructions and check boxes below that apply): (a) <input type="checkbox"/> Last year I did not owe any Federal income tax and had a right to a full refund of ALL income tax withheld, AND (b) <input type="checkbox"/> This year I do not expect to owe any Federal income tax and expect to have a right to a full refund of ALL income tax withheld. If both a and b apply, enter the year effective and "EXEMPT" here Year _____ (c) If you entered "EXEMPT" on line 6b, are you a full-time student? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>**See worksheet and instructions for Federal Form W-4</small>
FEDERAL	STATE	CITY						
\$	\$	\$						
Under penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate, or if claiming exemption from withholding, that I am entitled to claim the exempt status. Employee's Signature _____ Date _____								
7. Employer's name and address (Employer complete 7, 8, and 9 only if sending to IRS) Ferris State University Big Rapids, MI 49307	8. Office Code	9. Employer ID number 38-6005159						

- A. Fill in the: Name, (this must match what is on the Social Security Card) Social Security Number, Marital Status, Address, Sex, Birth Date, and City Resident Sections. (for City Resident—Are you registered to vote in Big Rapids?)

(USE YOUR PERMANENT HOME ADDRESS - - **NOT BIG RAPIDS** - - DO NOT ABBREVIATE CITY NAMES)

- B. For exemptions: Fill boxes as shown above.

#4 – Claim ONE (1) exemption if you want a bigger check now - - less tax refund at the end of the year

-OR-

Claim ZERO (0) exemptions if you want a smaller check now - - more tax refund back at the end of the year. (You might have to claim zero because your parents are still claiming you on their tax returns. If in doubt, ask them what you should claim.)

#6

If you want to claim EXEMPT from FEDERAL taxes, you must qualify under the new IRS Guidelines:

If your parents or another person can claim you as a dependant on their tax return, you will have to pay some income tax for that year, and you CANNOT be exempt from withholding if:

1. You have unearned income, such as interest on savings, and
2. Your wages plus this unearned income will be more than \$500.

Do NOT claim EXEMPT status on the W-4 if this change applies to you.

If you qualify to claim EXEMPT: Check the boxes for (a), (b), (c), fill in the current year (b), and then fill in the boxes with "9" for Federal, "1" for State, and "1" for City taxes.

- C. Sign and date this form.