

Instructions for Filling Out W-4
*******FOR INTERNATIONAL STUDENTS ONLY*******

EMPLOYEES WITHHOLDING ALLOWANCE CERTIFICATE Federal, State and City Income Taxes							
FORM W-4 (F.S.C.—Rev. 2-1-87)							
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** 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>	<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	\$	\$	\$
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					

COMPLETE ALL INFORMATION 1-6, as noted on the form. Special instructions for international students are as follows:

- (1) Street address:** This should be your permanent address.
 - If you will be graduating this year please use the address where you want your year-end tax statement (W-2) to be sent.
- (2) Single:** You must check the box for "single" even if you are married.
- (3) Allowances:**
 - **Federal:** You should enter "1" in this box.
 - **State & City:** You should enter "0" in these boxes, or you may end up owing taxes.
 - Write "Non-Resident Alien" or "NRA" on line 5 on the dotted line.
- (4) Additional Amount:**

We cannot advise you about your tax withholding. However, the following may be helpful:

 - If your total wages are less than the personal exemption amount (\$3,300 for 2006) you will have ZERO FEDERAL WITHHOLDING under the new rules. Also, if your only US source income for the year is wages that are less than \$3,300 you will not have to submit a Form 1040NR-EZ.
 - If your total wages exceed \$3,300 you may owe taxes with your tax return and be subject to under withholding penalties and interest. The amount of under withholding will depend upon when the new payroll calculations are implemented in this year and your salary for the year.
- (5) Exemptions:** Leave this section blank. You may not claim "Exempt."

*****Other Notes:**

- What if I do not submit a new Form W-4 (for Returning Students **ONLY**)?
- If you have previously submitted a Form W-4 to Payroll, which may include an additional withholding amount, your prior W-4 Form will remain effective. You should submit a new W-4 Form at least by the effective date of the new payroll calculations.