



W-4

EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE

Payroll Department
 101 James M. Elliott Building
 120 S. Burrowes Street
 State College, PA 16801
 Employer I.D. No. 24-6000376

COMPLETE ENTIRE FORM
 Complete this entire form after reading the "W-4 Information" below.

Place I-9 stamp in this box

PSU-ID #		Social Security Number		Last Name		First Name		Middle Name		Suffix (Jr., Sr., I, II)
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	-- Payroll Office Use Only --		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 for US tax purposes? 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) \$

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.

Email address: _____

Signature (Required): _____ 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.

