

You May Need to Check Your With- holding

FORM W-4

Since you last filed Form W-4 with your employer did you...

- Marry or divorce?
- Gain or lose a dependent?
- Change your name?

Were there major changes to...

- Your nonwage income (interest, dividends, capital gains, etc.)?
- Your family wage income (you or your spouse started or ended a job)?
- Your itemized deductions?
- Your tax credits?

IF YOU ANSWERED "YES" . . .

To any of these questions or you owed extra tax when you filed your 1999 return, you may need to file a new Form W-4 for 2001. See your employer for a copy of the 2001 Form W-4 or call the IRS at 1-800-829-3676.

Now is the time to check your withholding. For more details, get **Publication 919, How Do I Adjust My Tax Withholding?**

Employer: Please post or publish this Bulletin Board Poster so that your employees will see it. Please indicate where they can get forms and information on this subject.



Cut here and give Form W-4 to your employer. Keep the top part for your records.

W-4
Department of the Treasury
Internal Revenue Service

Employee's Withholding Allowance Certificate
For Privacy Act and Paperwork Reduction Act Notice, see page 2.

1 Type or print your first name and middle initial _____ Last name _____

2 Home address (number and street or rural route) _____
City or town, state, and ZIP code _____

3 Single Married
Note: If married, but legally separated,
4 If your last name differs from here, you must call 1-800-829-3676.

5 Total number of allowances you are claiming (from line H above OR from the applicable worksheet) _____

6 Additional amount, if any, you want withheld from each paycheck _____

7 I claim exemption from withholding for 2000, and I certify that I meet BOTH of the following:
• Last year I had a right to a refund of ALL Federal income tax withheld because I had _____
• This year I expect a refund of ALL Federal income tax withheld because I expect to have _____
If you meet both conditions, write "EXEMPT" here _____

8 Under penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate.
Employee's signature
(Form is not valid unless you sign it) _____

9 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.) _____

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