

For accuracy, complete all worksheets that apply.

- If you plan to **itemize or claim adjustments to income** and want to reduce your withholding, see the **and Adjustments Worksheet** on page 2.
- If you have **more than one job** or are **married and you and your spouse both work** and the combined income from all jobs exceed \$35,000, see the **Two-Earner/Two-Job Worksheet** on page 2 to avoid having too much withheld.
- If **neither** of the above situations applies, **stop here** and enter the number from line H on line 5 of Form W-4.

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

W-4

Employee's Withholding Allowance Certificate

► For Privacy Act and Paperwork Reduction Act Notice, see page 2.

Type or print your first name and middle initial Last name Your social security number

Home address (number, street name, apartment number, etc.) If you are a nonresident alien, check this box

City or town, state, and ZIP code If you are a nonresident alien, call 1-800-772-1213 for a new certificate

Total number of allowances you are claiming (see instructions) 4 If your last name differs from the one on your social security card, check here. You must complete page 2) 5

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

I claim exemption from withholding for 2002, and I certify that I meet both of the following conditions for exemption:

- Last year I had a right to a refund of all Federal income tax liability and
- This year I expect a refund of all Federal income tax liability.

If you meet both conditions, write "Exempt" here tax withheld because I am exempt from this certificate, or I am entitled to claim exemption from withholding because I am a nonresident alien. 7

Under penalties of perjury, I certify that I am entitled to the number of withholding allowances I claim on this certificate, or I am entitled to claim exemption from withholding because I am a nonresident alien. Employee's signature Date

Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.) 9 Office code (optional) 10 Employer identification number

Cat. No. 10220Q

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 2001 return, you may need to file a new Form W-4 for 2003. See your employer for a copy of the 2003 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.

