# Form W-4 | Employee's Withholding Allowance Certificate

See reverse side for instructions. **Please type data below**. This is a tax form; do not use this form for an Address Change only. On every W-4 form you submit, you must indicate your marital status and exemption status or it will be assigned to Single with zero exemptions.

Personal Info	rmation	i								
Last Name First Na			st Name		MI	Date of Bir	th (mm/dd/y)	/VV)		
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Gender U.S		U.S. Social Se	.S. Social Security Number		OI ID (if known)	Home Phone Number				
☐ Male ☐ Female ☐ Other										
Email Address Citizenship – Check the box that best describes you										
☐ Born in USA ☐ Naturalized Citizen ☐ Neither										
If Neither, complete the rest of this form <b>AND</b> the International Visitors section at bottom.										
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☐ Single (or married but legally separated) ☐ Married ☐ Married but withhold at higher Single rate  Note: All Nonresident Aliens are required to check either 'Single' or 'Married but withhold at higher Single										
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Address —										
Foreign	Street			Apt. No.	City					
Address										
	Province			Country				Postal Code		
Home Information Release – My home address, telephone number or email address may be made available for the staff directory and										
released to the public upon request.  Yes No										
Withholding Information										
	npt status expires					ent Alien em	ployees can	not claim exem	pt.	
(This is not international tax treaty. See Glacier instructions on back.)										
I claim exemption from withholding this year. I certify that I meet <b>BOTH</b> of the following:  Last year I had a right to a refund of ALL income tax withheld because I had <b>no</b> tax liability; <b>AND</b>										
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	that I do not meet					i expect to i	iave iio lax i	lability		
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### W-4 Instructions

#### **All International Visitors:**

All International visitors must provide an email address in order to obtain access to the Glacier Nonresident Alien Tax Compliance System, which is required.

Within one week after your position, visa code and email address have been entered into the Human Resource System, you should receive instructional emails from <a href="https://www.uwsa.edu">uww.uwsa.edu</a> and <a href="mailto:support@online-tax.net">support@online-tax.net</a>. These emails will also contain the web link, login and password you will need to access Glacier.

After you enter your immigration information and history into Glacier's self-service application, Glacier will reveal whether you are a resident or nonresident alien **for tax purposes**. Glacier will also issue tax treaty forms, if you are eligible. Following your Glacier entry, you will be instructed to print, sign and deliver the required forms and immigration document photocopies to the person listed on the second page of your Glacier Tax Summary Report.

#### Instructions for International Nonresident Aliens:

Marital Status: Check "Single", or if you are married, check "Married but withhold at higher Single rate".

**Exempt:** Check "No". International Nonresident Alien employees **cannot** claim exempt for either Federal or State Tax. (This is not international tax treaty.)

### Number of Allowances for Federal and Wisconsin State Tax: Enter "1" Allowance unless:

You are from Canada or Mexico. If so, you will be taxed as Single, but may claim additional allowances for your dependents for both Federal and State purposes. Your dependents DO NOT need to live with you in the USA.

You are from the Republic of Korea. If so, you will be taxed as Single, but may claim additional allowances for your dependents for both Federal and State purposes ONLY if your dependents live with you in the USA.

**Students from India:** Per IRS regulations, the only Nonresident Aliens eligible to claim the Standard Deduction are Students from India. Write "India Student" in the 'Additional Federal Tax to be withheld' box to claim this benefit.

For more details on federal tax withholding, see <u>IRS Pub. 15 (Circular E)</u>, <u>Employer's Tax Guide</u>, <u>IRS Pub. 901 U.S. Tax Treaties</u>, and <u>IRS Pub. 515 Withholding of Tax on Nonresident Aliens and Foreign Entities</u>.

# **Instructions for All Other Persons:**

**Exempt:** You are not eligible to claim exempt if:

You can be claimed as a dependent on someone else's tax return, and

- 1. Your income exceeds \$1050 and includes more than \$350 of unearned income (interest on savings, dividends, etc.) for Federal or Wisconsin, **or**
- 2. Your gross income (total unearned income and earned income) was more than \$6,350 if single, \$9,350 if head of household,\$12,700 if married filing jointly, or \$6,350 if married filing separately.
- 3. See IRS Publication 929 for more information.

Allowances: Enter the allowances you can claim. (<a href="http://apps.irs.gov/app/withholdingcalculator/">http://apps.irs.gov/app/withholdingcalculator/</a> will help you figure the number of withholding allowances you can claim). In general you can claim one allowance for:

- yourself, if no one else is claiming you as a dependent,
- your spouse, if your spouse does not work,
- each dependent not claimed by someone else

If claiming "EXEMPT" from federal and/or state withholding you must leave the Allowance Box blank.

To DECREASE withholding, increase the number of allowances.

To INCREASE withholding, decrease the number of allowances.

Additional Tax: If you want additional tax withheld: (1) estimate the yearly amount you have had under withheld; (2) divide the yearly amount by the number of pay periods remaining in the calendar year and enter the result in the Additional Tax blocks. For Wisconsin State tax, a Form WT-4A must be completed, if you are withholding only a fixed dollar amount. Additional tax withholding amounts are taken from every check. If you wish to discontinue previously requested additional or fixed tax withholding, you must submit a new W4 and/or WT-4A.

Non-Wisconsin-Residents: If you reside outside of Wisconsin in a state that has no reciprocity agreement with Wisconsin, you are not a Wisconsin resident, you perform work primarily outside of Wisconsin, but you earned wages while present in Wisconsin that are over \$1500 in a calendar year; complete this form and submit the completed form to the UW Service Center/Payroll for correct W-2 processing: <a href="Declaration of Wages for Non-Wisconsin-Residents">Declaration of Wages for Non-Wisconsin-Residents</a>.

## **Reference Pages**

All IRS forms mentioned on this page can be found at <a href="http://www.irs.gov">http://www.irs.gov</a>. For additional tax information, visit <a href="https://www.irs.gov">https://www.irs.gov</a>.