

Form W-4

Employee's Withholding Certificate

Department of the Treasury
Internal Revenue Service

▶ Claiming exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

Step 1: Enter Personal Information	(a) First name and middle initial	Last name	(b) Social security number
	Address		▶ Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov .
	City or town, state, and ZIP code		
	(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly (or Qualifying widow(er)) <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

The IRS W-4 Form (PDF) comes with worksheets and tax information that may be helpful when completing this form.

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 of the IRS W-4 Form for more information on each step, who can claim exemption from withholding, when to use the online estimator, and privacy.

Step 2: Multiple Jobs or Spouse Works Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs. Do **only one** of the following.

- (a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4); **or**
- (b) Use the Multiple Jobs Worksheet on page 3 of the IRS W-4 Form and enter the result in Step 4(c) below for roughly accurate withholding; **or**
- (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld ▶

TIP: To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents	If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):		
	Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$ _____		
	Multiply the number of other dependents by \$500 ▶ \$ _____		
	Add the amounts above and enter the total here	3	\$ _____

Step 4 (optional): Other Adjustments	(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income	4(a)	\$ _____
	(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 of the IRS W-4 Form and enter the result here	4(b)	\$ _____
	(c) Extra withholding. Enter any additional tax you want withheld each pay period	4(c)	\$ _____

I claim exemption from withholding for the tax year _____, and certify that I meet both of the conditions on page 2 of the IRS W-4 Form. Enter **"EXEMPT"** here

Step 5: Sign Here	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.		
	▶ _____ Employee's signature (This form is not valid unless you sign it.)	▶ _____ Date	

Employers Only	Employer's name and address	First date of employment	Employer identification number (EIN)

I consent to receive my W-2 form electronically. I agree to print my W-2 form on-line between January 31 and April 15 of the appropriate year. My consent will be valid for all subsequent tax years, unless revoked by me, upon termination, or if this service is not supported in a future tax year. To revoke your consent and receive a paper W-2 form, contact Payroll at hrpayroll@siu.edu to receive the revocation form.

Monthly Faculty/AP Staff/Grant/Undergrad
Semi-monthly Civil Service
Bi-weekly Civil Service
Bi-weekly Student

 **Illinois Department of Revenue**
IL-W-4 Employee's Illinois Withholding Allowance Certificate

_____-_____-_____
Social Security number

Name

Street address

City State ZIP

Check the box if you are exempt from federal and Illinois
Income Tax withholding and sign and date the certificate.

Printed by the authority
of the State of Illinois -
PO Number: 2200208 - 500 copies
IL-W-4 (R-05/20)

This form is authorized under the Illinois Income Tax Act. Disclosure
of this information is required. Failure to provide information may
result in this form not being processed and may result in a penalty.

- 1 Enter the total number of basic allowances that you
are claiming (Step 1, Line 4, of the worksheet). **1** _____
- 2 Enter the total number of additional allowances that
you are claiming (Step 2, Line 9, of the worksheet). **2** _____
- 3 Enter the additional amount you want withheld
(deducted) from each pay. **3** _____

I certify that I am entitled to the number of withholding allowances claimed on
this certificate.

Your signature

Date

Employer: Keep this certificate with your records. If you have referred the employee's federal
certificate to the IRS and the IRS has notified you to disregard it, you may also be required to
disregard this certificate. Even if you are not required to refer the employee's federal certificate to
the IRS, you still may be required to refer this certificate to the Illinois Department of Revenue for
inspection. See Illinois Income Tax Regulations 86 Ill. Adm. Code 100.7110.

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Fill out both forms then print, sign, and send through MOVEit, a secure electronic file share, to the appropriate Payroll Specialist.