

W-4 Form - Employee's Tax Withholding Allowance Certificate

All **newly-hired employees (including students)** must submit completed forms to their hiring department for submission with all new-hire paperwork.

International student employee forms must be completed with International Tax, located in Miles Hall.

Existing employees can submit updated W-4 Forms to the SIUC Human Resources-Payroll, Mail Code 6520, Miles Hall, Carbondale, IL 62901-6520.

If a W-4 form is not supplied to Human Resources-Payroll, by law, SIUC will withhold taxes as if the employee is "**Single**" with "**0**" withholding allowances.

The SIUC W-4 form used by Human Resources-Payroll has the federal allowance information on the top section and the state of Illinois allowance information on the bottom section. Both the federal and state portions must be filled out and signed.

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Please click below to complete and print a copy of the SIUC form:

[Employee W-4 Tax Withholding Allowance Certificate](#)

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Please note: Even though you may visit the optional sites listed below for determining your filing status and number of allowances, **only the SIUC W-4 Form itself will be accepted.**

(For Reference Only) Federal/State Instructions:

For access to detailed Illinois W-4 instructions and worksheet you may click here:
<http://www.tax.illinois.gov/TaxForms/Withholding/IL-W-4.pdf>

For access to detailed Federal W-4 instructions and worksheet you may click here:
<http://www.irs.gov/pub/irs-pdf/fw4.pdf>