

# W-4 Form - Employee's Tax Withholding 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 Woody Hall.

**Existing employees** can submit updated W-4 Forms to the SIUC Human Resources-Payroll, Mail Code 6520, Woody 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*".

The SIUC W-4 form used by Human Resources-Payroll has the federal information on page 1 and the state of Illinois allowance information on page 2. 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 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 additional amount that you want withheld, **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:  
<https://www2.illinois.gov/rev/forms/withholding/Documents/currentyear/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>