

Starting Payroll Date: \_\_\_\_\_

<b>W4 EMPLOYER: MOTT COMMUNITY COLLEGE</b>		
Print your first name and middle initial	Last Name	Your social security number - - -
Home address (number and street or rural route)		Are you a resident of a Taxing City? YES <input type="checkbox"/> NO <input type="checkbox"/>
City or town, state, ZIP code		City where you perform greatest % of work for this employer. City: _____ %
<b>Filing Status Rate (mark one):</b> <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. <i>Note: if married, but legally separated, or spouse is a nonresident alien, check the "Single" box.</i>		
<b>Total number of allowances you are claiming for:</b> FEDERAL: <input type="text"/> STATE : <input type="text"/> LOCAL: <input type="text"/>		
<b>Additional amount, if any, you want withheld from each paycheck:</b> FEDERAL: \$ <input type="text"/> STATE: \$ <input type="text"/> LOCAL: \$ <input type="text"/>		
<b>I claim exemption from withholding (see bottom for qualifications) for year 20__:</b> <i>(Mark tax jurisdiction box with "E")</i> FEDERAL: <input type="text"/> STATE: <input type="text"/> LOCAL: <input type="text"/>		
<i>Under the penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate, or I am entitled to claim exempt status.</i> Signature: _____ Date: _____ 20__		

The following table is a tool you may use to determine your withholding allowances and your eligibility for claiming exemption. It is not required to complete this section when turning in to Payroll, it is for your use only.

Use current Federal instruction sheet to figure your total withholding allowances				
<ul style="list-style-type: none"> <li>A Personal Allowance</li> <li>B Special Allowance</li> <li>C Allowance for Spouse</li> <li>D Allowances for Dependents</li> <li>O Allowances for Estimated deductions (F thru N on worksheet)</li> <li>T Other Allowances (Q thru S on worksheet)</li> <li>U Total enter here and on reverse side</li> </ul>	A B C D O T U	Federal State Local 1 Local 2		
<b>I claim Exemption from withholding because (check applicable boxes):</b> <b>A</b> Last year I do not expect to owe any: <input type="checkbox"/> Federal Income Tax <input type="checkbox"/> State Income Tax <input type="checkbox"/> Local Income Tax I had a right to a full refund of all income tax withheld.  <b>B</b> This year I do not expect to owe any: <input type="checkbox"/> Federal Income Tax <input type="checkbox"/> State Income Tax <input type="checkbox"/> Local Income Tax I expect to have a right to a full refund of all income tax withheld.  <b>C</b> If you entered "E" above, are you a full time student? <input type="checkbox"/> Yes <input type="checkbox"/> No		If both A and B apply for claiming exemption, enter "E" in the appropriate box here and on W4: FEDERAL: <input type="text"/> STATE: <input type="text"/> LOCAL: <input type="text"/>		