*** DISCLAIMER: Sequoia Union High School District cannot offer you tax advice. This guide will provide examples of completed withholdings forms for Federal and State. This are LEGAL documents that must be completed properly as these are audited by our auditors and can be audited by IRS if requested.

Claiming Exempt (no taxes taken from your pay):

Employees claiming exempt on their W-4 will need to submit a new W-4 Form each year by February

<u>15th.</u> This is required by Federal Law to remain exempt. If a new form is not received by this date, Payroll will process tax withholdings to "single with zero withholding allowances."

Federal Form:

Form W-4. Department of the Treasury Internal Revenue Service	► Whether you're entitled to claim a certain i	Iding Allowance Certificate In number of allowances or exemption from withholding is er may be required to send a copy of this form to the IRS.	
1 Your first name and John		2 Your social security number 123-45-6789	
Home address (num	ber and street or rural route)	3 ✓ Single Married Married, but withhold at higher Single rate. Must check to	filing statı
123 ABC		Note: If married filing separately, check "Married, but withhold at higher Single rate."	
City or town, state, a	d City, California, 94062	4 If your last name differs from that shown on your social security card, check here. You must call 800-772-1213 for a replacement card.	
		licable worksheet on the following pages)	& 6 Blank
	nt, if any, you want withheld from each pay	aycheck	X O DIUIIK
		that I meet both of the following conditions for exemption. ax withheld because I had no tax liability, and	
•	•	held because I expect to have no tax liability.	
	conditions, write "Exempt" here	——————————————————————————————————————	exempt
Under penaities of perjury Employee's signature		ate and, to the best of my knowledge and belief, it is true, correct, and complete.	
This form is not valid unle	ess you sign it.) ► John D address (Employer: Complete boxes 8 and 10 if sen	Date ▶	
boxes 8, 9, and 10 if se	nding to State Directory of New Hires.)	inding to IRS and complete 9 First date of employment 10 Employer identification number (EIN)	
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Claiming Exempt with Additional Dollar amounts:

Federal Form:

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Adjusting your withholdings:

	Separate here and giv	ve Form W-4 to your em	ployer. Keep the work	sheet(s) for you	ır records			
W-4	Employe	e's Withholdin	ng Allowance (Certificat	e	OMB No. 1545-0074		
Form Department of the Treasury		itled to claim a certain num the IRS. Your employer may				2019		
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(This form is not valid u	ınless you sign it.) ►	John Doe				05/09/2019		
8 Employer's name an boxes 8, 9, and 10 if	d address (Employer: Comple sending to State Directory of	ete boxes 8 and 10 if sending New Hires.)	to IRS and complete	9 First date of employment	10 Er	nployer identification imber (EIN)		
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Leave				LE	AVE BLA	AININ.		
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Under the penalties of perjury, I certify that the number of withholding allowances claimed on this certificate does not exceed the number to which I am entitled or, if claiming exemption from withholding, that I am entitled to claim the exempt status. John Doe

Date 05/09/19 Employer's Name and Address California Employer Payroll Tax Account Number Leave blank Leave blank