**REQUIRED**	<b>Employee ID</b>	
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## Form W-4 (2012)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2012 expires February 18, 2013. See Pub. 505, Tax Withholding and Estimated Tax.

Note. If another person can claim you as a dependent on his or her tax return, you cannot claim exemption from withholding if your income exceeds \$950 and includes more than \$300 of unearned Income (for example, interest and dividends).

Basic instructions. If you are not exempt, complete the Personal Allowances Worksheet below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income. or two-earners/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

Head of household. Generally, you can claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for Information.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the Personal Allowances Worksheet below, See Pub. 505 for Information on converting your other credits into withholding allowances.

Nonwage Income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES. Estimated Tax for Individuals, Otherwise, you may owe additional tax. If you have pension or annuity

income, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 505 for details.

Nonresident alien. If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Check your withholding. After your Form W-4 takes effect, use Pub. 505 to see how the amount you are having withheld compares to your projected total tax for 2012. See Pub. 505, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

Future developments. The IRS has created a page on IRS.gov for Information about Form W-4, at www.irs.gov/w4. Information about any future developments affecting Form W-4 (such as legislation enacted after we release it) will be posted on that page.

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## **Employee's Withholding Allowance Certificate**

OMB No. 1545-0074

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	Department of the Treasury Internal Revenue Service  Whether you are entitled to claim a certain number of allowances or 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.					2012			
1	Your first name	and middle initial	Last name			2	Your social	secu	urity number
	Home address (	(number and street or rural route)		3 Single	Married	Married,	but withhold at	high	er Single rate.
			Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.						
City or town, state, and ZIP code		4 If your last name differs from that shown on your social security card,							
check here. You must call 1-800-772-1213 for a replace			ement card. 🕨						
5	5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2) 5								
6	6 Additional amount, if any, you want withheld from each paycheck			\$					
7 I claim exemption from withholding for 2012, and I certify that I meet both of the following conditions for exemption.									
Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and									
This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.									
If you meet both conditions, write "Exempt" here									
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.									
Employee's signature									
		unless you sign it.) ▶					Date ►		
8	Employer's nam	ne and address (Employer: Comp	olete lines 8 and 10 only if sen	ding to the IRS.)	9 Office code (c	optional) 1	0 Employer Id	ientifi	cation number (EIN)

For State Purposes, please withhold as follows:				
Filling Status: (check one)		Allowanced Claimed (enter number)		
Single		Total number of allowance you wish to claim		
Married		Additional Withholdings: (enter \$ amount)		
Married but withholding at a higher single rate		Additional amount, if any, you want withheld from each paycheck \$		