Form W-4 | Employee's Withholding Allowance Certificate

See reverse side for instructions. **Please type data below**. This is a tax form; do not use this form for an Address Change only. On every W-4 form you submit, you must indicate your marital status and exemption status or it will be assigned to Single with zero exemptions. **Personal Information**

Last Name	st Name First Name				Date of Bi	rth (mm/dd/yy	h (mm/dd/yyyy)		
Gender U.S. Social Sec		urity Number Empl ID		ID (if known)	nown) Home Phone Numb				
	Male Female Other								
			nip – Check the box that best describes you						
			in USA Naturalized Citizen Neither						
If Neither,				he rest of thi section at be		the			
Marital Status – For Tax Withho	olding (check on	y one)							
Single (or married but legally separated) Main Note: All Nonresident Aliens are required to check eith rate' (see additional instructions on reverse side)									
U.S. Street			Apt. No. City				State	Zip	
Address —									
Foreign Street	Street		Apt. No. City			I	I		
Province		С	Country			P	Postal Code		
Home Information Release –	My home addres	s, telephone r	number or	ber or email address may be made ava			ilable for the staff directory and		
released to the public upon req		🗍 No			,			,	
Withholding Information									
Exempt (Exempt status expires (This is not international tax tree				al Nonreside	ent Alien em	ployees cann	ot claim exe	mpt.	
I claim exemption from	withholding this	s year. I certify	y that I me	eet BOTH o	f the followi	ng:			
 Last year I ha This year I ex 	ad a right to a ref	fund of ALL in	come tax	withheld be	cause I had	no tax liabilit	y; AND		
AND that I do not mee	pect a refund of the conditions				I expect to I	have no tax lia	ability		
EXEMPT for Federal Tax:	Yes			EXEMPT for	Wisconsin	State Tav	Yes	No	
If you have checked yes in	one of these be	oxes, do NOT	enter anv	/ amounts ir	the Federa	I and/or Wisc	onsin State	Tax blocks.	
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W-4 Instructions

All International Visitors:

All International visitors must provide an email address in order to obtain access to the Glacier Nonresident Alien Tax Compliance System, which is required.

Within one week after your position, visa code and email address have been entered into the Human Resource System, you should receive instructional emails from <u>UWHRAdministration@uwsa.edu</u> and <u>support@online-tax.net</u>. These emails will also contain the web link, login and password you will need to access Glacier.

After you enter your immigration information and history into Glacier's self-service application, Glacier will reveal whether you are a resident or nonresident alien **for tax purposes**. Glacier will also issue tax treaty forms, if you are eligible. Following your Glacier entry, you will be instructed to print, sign and deliver the required forms and immigration document photocopies to the person listed on the second page of your Glacier Tax Summary Report.

Instructions for International Nonresident Aliens:

Marital Status: Check "Single", or if you are married, check "Married but withhold at higher Single rate".

Exempt: Check "No". International Nonresident Alien employees **cannot** claim exempt for either Federal or State Tax. (This is not international tax treaty.)

Number of Allowances for Federal and Wisconsin State Tax: Enter "1" Allowance unless:

You are from Canada or Mexico. If so, you will be taxed as Single, but may claim additional allowances for your dependents for both Federal and State purposes. Your dependents DO NOT need to live with you in the USA.

You are from the Republic of Korea. If so, you will be taxed as Single, but may claim additional allowances for your dependents for both Federal and State purposes ONLY if your dependents live with you in the USA.

Students from India: Per IRS regulations, the only Nonresident Aliens eligible to claim the Standard Deduction are Students from India. Write "India Student" in the 'Additional Federal Tax to be withheld' box to claim this benefit.

For more details on federal tax withholding, see <u>IRS Pub. 15 (Circular E), Employer's Tax Guide</u>, <u>IRS Pub. 901 U.S. Tax Treaties</u>, and <u>IRS Pub. 515 Withholding of Tax on Nonresident Aliens and Foreign Entities</u>.

Instructions for All Other Persons:

Exempt: You are not eligible to claim exempt if:

You can be claimed as a dependent on someone else's tax return, and

- 1. Your income exceeds \$1050 and includes more than \$350 of unearned income (interest on savings, dividends, etc.) for Federal or Wisconsin, **or**
- Your gross income (total unearned income and earned income) was more than \$10,150 if single, \$13,050 if head of household, \$20,300 if married filing jointly, or \$3,950 if married filing separately.

Allowances: Enter the allowances you can claim. (<u>http://apps.irs.gov/app/withholdingcalculator/</u> will help you figure the number of withholding allowances you can claim). In general you can claim one allowance for:

- yourself, if no one else is claiming you as a dependent,
- your spouse, if your spouse does not work,
- each dependent not claimed by someone else

If claiming "EXEMPT" from federal and/or state withholding you must leave the Allowance Box blank.

To DECREASE withholding, increase the number of allowances. To INCREASE withholding, decrease the number of allowances.

- Additional Tax: If you want additional tax withheld: (1) estimate the yearly amount you have had under withheld; (2) divide the yearly amount by the number of pay periods remaining in the calendar year and enter the result in the Additional Tax blocks. For Wisconsin State tax, a Form WT-4A must be completed, if you are withholding only a fixed dollar amount. Additional tax withholding amounts are taken from every check. If you wish to discontinue previously requested additional or fixed tax withholding, you must submit a new W4 and/or WT-4A.
- Non-Wisconsin-Residents: If you reside outside of Wisconsin in a state that has no reciprocity agreement with Wisconsin, you are not a Wisconsin resident, you perform work primarily outside of Wisconsin, but you earned wages while present in Wisconsin that are over \$1500 in a calendar year; complete this form and submit the completed form to the UW Service Center/Payroll for correct W-2 processing: Declaration of Wages for Non-Wisconsin-Residents.

Reference Pages