



**EMPLOYEE'S WITHHOLDING ALLOWANCE  
CERTIFICATE (FORM W-4)**

Payroll Department  
307 Rider I Building  
University Park, PA 16802  
Employer I.D. No. 24-6000376

**COMPLETE ENTIRE FORM / SIGNATURE REQUIRED.** Please print or type all information except signature. **Prior to completing this form, read the "W-4 Information" section, below.** Items labeled with an **(A)** are to be completed by the Payroll Office.

|  |                        |   |  |                         |                     |
|--|------------------------|---|--|-------------------------|---------------------|
| PSU-ID   | Social Security Number | Last Name   | First Name   | Middle Name             | Suffix(Jr.,Sr.etc.) |
| Home Street Address  |                        |   | Home City or Town  | State                   | Zip Code            |
| Taxing Authority (City, Borough, or Township)  |                        | School District   | Home Phone   | Work or Campus Location |                     |
| County of above Address  | Date of Birth          | <b>(A)</b>  | Office Address   |                         | Building Name       |
| Are you a citizen of the U.S.?<br>Yes <input type="checkbox"/> No <input type="checkbox"/> | Type of Visa           | Are you a non-resident alien?<br>Yes <input type="checkbox"/> No <input type="checkbox"/> | Sex <input type="checkbox"/> Male<br><input type="checkbox"/> Female | Department Employed By  |                     |

**MARITAL STATUS**

Single     Married     Married, but withhold at higher Single rate

**NOTE:** If married, but legally separated, or spouse is a non-resident alien, check "Single" box.

If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a new card.

➔

**WITHHOLDING ALLOWANCES**

Total number of allowances you are claiming (use **IRS Publication 919** with related worksheets, as necessary)

Additional dollar amount, if any, you want deducted from each pay (must be in whole dollars)

\$

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**W-4 INFORMATION**

If any of the federal withholding information is blank or incomplete, the IRS requires an employer to withhold at the single rate with zero allowances.

If the number of withholding allowances you are entitled to claim decreases to fewer than the number you claim on your current W-4, you must file a new W-4 within 10 days.

You may be fined if, with no reasonable basis, you file a W-4 that results in less tax being withheld than is properly allowable. In addition, criminal penalties apply for willfully supplying false or fraudulent information or failing to supply information requiring an increase in withholding.

If you have more than one job, or your spouse works, you may claim all of your allowances on one job, or you may claim some on each job, but you may NOT claim the same allowances more than once. Your withholding will usually be more accurate if you claim all allowances on the Form W-4 for the job with the largest wages, and claim zero on all other W-4s.

