

# Form W-4

----- Separate here and give Form W-4 to your employer. Keep the top part for your records. -----

<b>Form W-4</b> Department of the Treasury Internal Revenue Service	<b>Employee's Withholding Allowance Certificate</b> ▶ 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.	OMB No. 1545-0074 <span style="font-size: 2em; font-weight: bold;">2019</span>
<b>1</b> Your first name and middle initial John D.	Last name Doe	<b>2</b> Your social security number 123-45-6789
Home address (number and street or rural route) 123 Main St. #456		<b>3</b> <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. <small>Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.</small>
City or town, state, and ZIP code Collegetown, MA 54321		<b>4</b> If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ▶ <input type="checkbox"/>
<b>5</b> Total number of allowances you are claiming (from line <b>H</b> above or from the applicable worksheet on page 2)	<b>5</b>   1	<b>6</b> \$ NRA
<b>6</b> Additional amount, if any, you want withheld from each paycheck		
<b>7</b> I claim exemption from withholding for 2012, and I certify that I meet <b>both</b> of the following conditions for exemption. <ul style="list-style-type: none"> <li>• Last year I had a right to a refund of all federal income tax withheld because I had <b>no</b> tax liability, and</li> <li>• This year I expect a refund of all federal income tax withheld because I expect to have <b>no</b> tax liability.</li> </ul> If you meet both conditions, write "Exempt" here . . . . . ▶ <b>7</b>		
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 (This form is not valid unless you sign it.) ▶ <i>John Doe</i>		Date ▶ 06/10/2019
<b>8</b> Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)		<b>9</b> Office code (optional)
		<b>10</b> Employer identification number (EIN)

When you begin at your job, your employer will give you a W-4 Form. It is your responsibility to complete and submit the W-4 Form to your employer. Based on the information you provide on the W-4 Form, your employer will calculate the amount of federal, state, and local taxes to be withheld from your paycheck.

## How to fill out your W-4 Form

Your employer may tell you to follow the instructions printed on the form, but this is not correct. The instructions on the W-4 Form are for U.S. residents; they are not for you. Please follow the instructions below.

- Mark or check Single on line 3, even if you are married.
- Claim "1" on line 5. If you are a resident of Canada, Mexico, Japan, or South Korea, or a U.S. national, please [visit the IRS website for instructions](#).
- Write Non-Resident Alien or \"NRA\" on the dotted line.
- Do not claim Exempt on line 7. Line 7 should be left blank.
- You are not exempt just because you are a student in your home country or because you make less than a certain amount of money. Please do not claim exempt.

As an Exchange Visitor on a J-1 Visa, you are considered a non-resident alien for tax purposes. Depending on how long you work and how much money you earn, you may be eligible for a refund of much of the taxes you paid. [Learn more about U.S. income taxes](#).