

Additional Information: Item “E” I on new Employee Action Request Form (EAR Form)

WITHHOLDING CHANGE OR NEW EMPLOYEE

E I. FEDERAL WITHHOLDING – If no tax should be withheld, complete box 03, Part IV or V only.

01 **NONRESIDENT ALIEN**
(See reverse, employee copy)

02 **MARITAL STATUS FOR TAX PURPOSES ONLY**

SINGLE

MARRIED

HEAD OF HOUSEHOLD

03 **EXEMPT FROM FEDERAL WITHHOLDING**
exemption from Federal withholding. 03

#01 Nonresident Alien (NRA)

- For NRAs whose treaty exemption is granted may be claimed here. Please Enter “Exempt” in #3 federal withholding.

#02 Check one of the box to indicate Marital Status

#03 Exempt from Federal Withholding

#04 Select “Yes” or “No”

- Is this your higher paying job
- if both Spouse work, are you the higher pay spouse
- Only one spouse works multiple jobs

Please refer to **W4 form Step 4**

#5 “Claim Dependents” Enter 0 or annual amount (\$)

to be claimed. This is the amount for the child tax credit and the credits for other dependents that may be claimed on your tax return.

Please refer to **W4 form Step 3**

#6 “Other Income” Enter 0 or annual amount (\$). If you have income from dividend, interest, retirement... (which usually do not withhold tax), you may enter the other income total annual amount here. **The system will withhold additional federal taxes from your pay check according to the amount that you enter.**

#07 “Deductions” Enter 0 or annual amount (\$). If you have tax deductible items (home mortgage interest, charitable contribution, state taxes, student loan interest..), you may write the estimated annual deduction amount here. **System will withhold less taxes from your paycheck according to the amount that you enter.** Please refer to **W4 form Step 4**

WITHHOLDING CHANGE OR NEW EMPLOYEE ***IMPORTANT*** Before completing Section E, you must complete Section D.

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SINGLE

MARRIED

HEAD OF HOUSEHOLD

03 **EXEMPT FROM FEDERAL WITHHOLDING** - Write/type EXEMPT in box 03 if you are eligible to claim exemption from Federal withholding. 03 (See reverse)

04 **HIGHER WITHHOLDING**
(Must be Y or N. See reverse)

05 **CLAIM DEPENDENTS**
AMOUNT MUST BE A WHOLE NUMBER

06 **OTHER INCOME**
NOT FROM JOBS

07 **DEDUCTIONS**

II. STATE ALLOWANCES - If no tax should be withheld, complete Part IV or V only.

08 **MARITAL STATUS FOR TAX PURPOSES ONLY** (Check one)

SINGLE OR MARRIED
(WITH TWO OR MORE INCOMES)

MARRIED
(ONE INCOME)

HEAD OF HOUSEHOLD

09 **REGULAR ALLOWANCE(S)**
Total you are claiming

10 **ADDITIONAL ALLOWANCE(S)**
Total you are claiming

ADDRESS CHANGE OR NEW EMPLOYEE *See reverse

Example:

- Are you a single person with one job? Check "Single" this is all done. If liked, you may optionally see #6 and #7
- Are you single with more than one job? Check "Single", and select #4, and then, optionally #6 and #7
- Are you married and both work? Check "Married", and select #4, and then, see #5 thru #7 to apply
- Are you a single mom/dad with child(ren)? Check "HOH" and see #4 thru #7 to apply.

Please visit <https://www.irs.gov/pub/irs-pdf/fw4.pdf> for further detail information.

- ❖ You may utilize the **Paycheck Calculator** to see how the changes affect pay and withholding. (This may also be useful if you are considering changing your federal or state tax withholding, deferred compensation, or tax-sheltered annuity amounts.)