

Instructions for Form W-4 - Employee Withholding Allowance Certificate

1. The Form W-4 should be printed off our Intranet site. This will include the actual Form W-4 that should be submitted to the County and the worksheet and instructions provided by the Internal Revenue Service.
2. The Form W-4 itself can be typed from the County's Intranet site but the worksheets cannot be.
3. The Internal Revenue Service provides instructions on the form and the County will not supplement those. We will note the following that must be complete before the County can process the Form W-4:
 - a. The form must include a full name and address
 - b. The form must include the social security number
 - c. One of the boxes in section number 3 must be checked
 - d. There must be a number in section number 5 (it can be zero) or "Exempt" must be entered in section number 7
 - e. The form must be signed and dated
4. Submit the full first page of the Form W-4 **to the County's Human Resources Department**. Do not cut off the bottom part of the page. The form must be received at least two weeks prior to the pay date on which the form will be effective. The Form W-4 should be attached to an EIC form from the department. The employee should retain or discard the worksheet and instructions.