

**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		First Name		MI	Date of Birth (mm/dd/yyyy)
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other		U.S. Social Security Number		Empl ID (if known)	Home Phone Number
Email Address			Citizenship – Check the box that best describes you <input type="checkbox"/> Born in USA <input type="checkbox"/> Naturalized Citizen <input type="checkbox"/> Neither If Neither, complete the rest of this form <b>AND</b> the International Visitors section at bottom.		
Marital Status – For Tax Withholding (check only one) <input type="checkbox"/> Single (or married but legally separated) <input type="checkbox"/> Married <input type="checkbox"/> Married but withhold at higher Single rate <b>Note:</b> All Nonresident Aliens are required to check either 'Single' or 'Married but withhold at higher Single rate' (see additional instructions on reverse side)					
U.S. Address →	Street		Apt. No.	City	
				State	Zip
Foreign Address →	Street		Apt. No.	City	
	Province		Country		Postal Code
<b>Home Information Release</b> – My home address, telephone number or email address may be made available for the staff directory and released to the public upon request. <input type="checkbox"/> Yes <input type="checkbox"/> No					
Withholding Information					
<b>Exempt</b> (Exempt status expires annually on February 15). International Nonresident Alien employees cannot claim exempt. (This is not international tax treaty. See Glacier instructions on back.)  I claim exemption from withholding this year. I certify that I meet <b>BOTH</b> of the following: <ul style="list-style-type: none"> <li>▪ Last year I had a right to a refund of ALL income tax withheld because I had <b>no</b> tax liability; <b>AND</b></li> <li>▪ This year I expect a refund of ALL income tax withheld because I expect to have <b>no</b> tax liability</li> </ul> <b>AND</b> that I do not meet the conditions listed on the reverse side.					
EXEMPT for Federal Tax: <input type="checkbox"/> Yes <input type="checkbox"/> No			EXEMPT for Wisconsin State Tax: <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>If you have checked yes in one of these boxes, do NOT enter any amounts in the Federal and/or Wisconsin State Tax blocks.</b>					
Federal Tax			Wisconsin State Tax		
Number of Allowances for Federal Tax (leave blank if claiming exempt):		Additional Federal Tax to be Withheld: \$		Number of Allowances for WI State Tax (leave blank if claiming exempt):	
				Additional WI State Tax to be Withheld: \$	
Leave above fields blank for all other states outside of Wisconsin.					
Wisconsin Nonresident Reciprocity Declaration					
I declare that while working in Wisconsin, I am a legal resident of the state indicated below, and that I am not subject to Wisconsin income tax withholding in accordance with a reciprocal tax agreement. Check appropriate box: <input type="checkbox"/> Indiana <input type="checkbox"/> Illinois <input type="checkbox"/> Michigan <input type="checkbox"/> Kentucky <b>If you have checked one of these boxes, do NOT enter any amounts in the Wisconsin State Tax blocks.</b>					
If your UW work is primarily performed outside of Wisconsin (WI), you reside outside of WI and it is not a reciprocal state as defined above, but a portion of your work is performed in WI during any calendar year; refer to instructions on the back for Non-WI residents.					
U.S. state or foreign country of tax residence:		U.S. state or foreign country where <u>work</u> is performed:		If CA residence, please indicate # of allowances for CA state tax (leave blank if claiming exempt):	
				Additional CA State Tax to be Withheld: \$	
U.S. Citizens working outside of the U.S. may qualify for exemption from state and federal income tax by filing <a href="#">IRS Form 673</a> .					
All International Visitors Complete the Following – See reverse side for instructions					
Are you a permanent U.S. resident (green card holder)? <input type="checkbox"/> Yes <input type="checkbox"/> No - if No, specify Visa Type ( <b>current</b> immigration status): _____		Original Date of Entry to the U.S. on current immigration status:  (mm/dd/yyyy)		Country of Citizenship	
				Country of Tax Residence (not U.S.)	
Signature					
Under the penalties of perjury, I declare that I have examined this entire certificate and to the best of my knowledge and belief, it is true, correct, and complete. (This form is not valid unless you sign it.)					
Employee Signature				Date  (mm/dd/yyyy)	
For Office Use Only					
Empl ID:		UDDS/Department ID:			

## 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 [UWHRAdministration@uwsa.edu](mailto:UWHRAdministration@uwsa.edu) and [support@online-tax.net](mailto:support@online-tax.net). 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 [IRS Pub. 15 \(Circular E\), Employer's Tax Guide](#), [IRS Pub. 901 U.S. Tax Treaties](#), and [IRS Pub. 515 Withholding of Tax on Nonresident Aliens and Foreign Entities](#).

### 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**
2. Your gross income (total unearned income and earned income) was more than \$6,350 if single, \$9,350 if head of household, \$12,700 if married filing jointly, or \$6,350 if married filing separately.
3. See [IRS Publication 929](#) for more information.

**Allowances:** Enter the allowances you can claim. (<http://apps.irs.gov/app/withholdingcalculator/> 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

All IRS forms mentioned on this page can be found at <http://www.irs.gov>. For additional tax information, visit <https://uwservice.wisc.edu/tax/>.