

# Form W-4 (2013)

**Purpose.** Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

**Exemption from withholding.** If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2013 expires February 17, 2014. See Pub. 505, Tax Withholding and Estimated Tax.

**Note.** If another person can claim you as a dependent on his or her tax return, you cannot claim an exemption from withholding if your income exceeds \$1,000 and includes more than \$350 of unearned income (for example, interest and dividends).

**Basic instructions.** If you are not exempt, complete worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations.

may owe additional tax. If you have a pension or annuity, 1,040-ES, Estimated Tax for Individuals. Otherwise, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

**Head of household.** Generally, you can claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

**Tax credits.** You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 505 for information on converting your other credits into withholding allowances.

**Nonmarriage income.** If you have a large amount of nonmarriage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax.

**Two-earners or multiple jobs.** If you have a total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4, your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 505 for details.

**Nonresident alien.** If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 instructions for Nonresident Aliens, before completing this form.

**Check your withholding.** After your Form W-4 takes effect, use Pub. 505 to see how the amount you are having withheld compares to your projected total tax for 2013. See Pub. 505, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

**Future developments.** Information about any future developments affecting Form W-4 (such as legislation enacted after we release it) will be posted at [www.irs.gov/w4](http://www.irs.gov/w4).

**Personal Allowances Worksheet (keep for your records.)**

|          |                                                                                                                                                                                                                                                                                                                                             |   |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| <b>A</b> | Enter "1" for yourself if no one else can claim you as a dependent.                                                                                                                                                                                                                                                                         |   |
| <b>B</b> | Enter "1" if: <ul style="list-style-type: none"> <li>• You are single and have only one job; or</li> <li>• You are married, have only one job, and your spouse does not work; or</li> <li>• Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less.</li> </ul>                                      | 0 |
| <b>C</b> | Enter "1" for your spouse. But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.)                                                                                                                                 | 0 |
| <b>D</b> | Enter number of dependents (other than your spouse or yourself) you will claim on your tax return.                                                                                                                                                                                                                                          | 0 |
| <b>E</b> | Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above).                                                                                                                                                                                                                          | 0 |
| <b>F</b> | Enter "1" if you have at least \$1,900 of child or dependent care expenses for which you plan to claim a credit.                                                                                                                                                                                                                            | 0 |
| <b>G</b> | Child Tax Credit (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information. If your total income will be less than \$65,000 (\$95,000 if married), enter "2" for each eligible child; then less "1" if you have three to six eligible children or less "2" if you have seven or more eligible children. | 0 |
| <b>H</b> | Add lines A through G and enter total here. (Note. This may be different from the number of exemptions you claim on your tax return.)                                                                                                                                                                                                       | 0 |

For accuracy, complete all worksheets that apply.

- If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the Deductions and Adjustments Worksheet on page 2.
- If you are single and have more than one job or are married, see the Two-Earners/Multiple Jobs Worksheet on page 2 to avoid having too little tax withheld.
- If neither of the above situations applies, stop here and enter the number from line 5 of Form W-4 below.

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

## Employee's Withholding Allowance Certificate

▶ 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.

|                                                                                                                                                                     |  |                                                                                                    |  |       |  |        |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------------------------------------------------------------------------------------|--|-------|--|--------|--|
| 1 Your first name and middle initial                                                                                                                                |  | Last name                                                                                          |  | Luz E |  | Suarez |  |
| 2 Your social security number                                                                                                                                       |  | 461-71-4508                                                                                        |  |       |  |        |  |
| 3 <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate.                 |  | Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box. |  |       |  |        |  |
| 4 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"/> |  | Rochester, MN 55901                                                                                |  |       |  |        |  |

|   |                                                                                                                                                                                                                                                                                                                                                                                                                                             |   |   |    |    |
|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|----|----|
| 5 | Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)                                                                                                                                                                                                                                                                                                                                  | 5 | 0 | \$ | 50 |
| 6 | Additional amount, if any, you want withheld from each paycheck                                                                                                                                                                                                                                                                                                                                                                             | 6 |   |    |    |
| 7 | <p>• Last year I had a right to a refund of all federal income tax withheld because I had <b>no</b> tax liability, and I claim exemption from withholding for 2013, and I certify that I meet <b>both</b> of the following conditions for exemption.</p> <p>• This year I expect a refund of all federal income tax withheld because I expect to have <b>no</b> tax liability.</p> <p>If you meet both conditions, write "Exempt" here.</p> | 7 |   |    |    |

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) ▶

Date ▶ 8/8/13

|   |                                                                                             |   |                        |    |                                      |
|---|---------------------------------------------------------------------------------------------|---|------------------------|----|--------------------------------------|
| 8 | Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.) | 9 | Office code (optional) | 10 | Employer identification number (EIN) |
|---|---------------------------------------------------------------------------------------------|---|------------------------|----|--------------------------------------|