

Guidelines for Students Completing the IRS W-4 Form

You must complete the IRS W-4 Form to determine the amount of federal taxes Regis University will withhold from your paychecks during 2017. At the end of the tax year, you will file a federal tax form for 2017 that will make the final calculation of taxes owed to the federal government. Many students will not owe taxes and may file the W-4 Form as exempt. Follow these guidelines and refer to the IRS Tax Calculator at www.irs.gov when completing the W-4.

You ARE exempt if:

Last year you had the right to a refund of all federal income tax withheld because you had no tax liability.
AND

You expect a full refund of federal income tax withheld this year because you expect to still not have any tax liability. Write the word "Exempt" on Line 7 of the W-4 Form.

You are NOT exempt if the next two statements BOTH apply to you:

Another person (generally your parents) claim you as a dependent on their tax return,
AND

You earn more than \$1,000 including more than \$350 or unearned income (for example, interest and dividends)

If you are NOT exempt, you must decide how many allowances to claim. Generally, the choice is between claiming "0" and "1". With "0" claimed, the maximum in taxes will be withheld from each paycheck and a tax return filed at the end of the year will allow the student to get most of those taxes back in the form of a refund check. With "1" claimed, it is assumed that one person is trying to live off of the student's income and less tax will be withheld.

Utilize the IRS website and calculator to confirm your answers to the W-4 Form:

<https://apps.irs.gov/app/withholdingcalculator/>

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

Form W-4 Department of the Treasury Internal Revenue Service	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.	OMB No. 1545-0074 2017
1 Your first name and middle initial _____ Last name _____		2 Your social security number _____
Home address (number and street or rural route) _____		3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withheld at higher Single rate. Note: If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.
City or town, state, and ZIP code _____		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"/>
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)		5 _____
6 Additional amount, if any, you want withheld from each paycheck		6 \$ _____
7 I claim exemption from withholding for 2017, and I certify that I meet both of the following conditions for exemption. <ul style="list-style-type: none"> • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here ▶		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 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) _____

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