

CHECK DISTRIBUTION CODE _____ DATE TO BE EFFECTIVE: ____/____/____
CAMPUS DEPARTMENT _____ COUNTRY OF LEGAL RESIDENCE, IF NOT U.S. _____
PAY CYCLE (CHECK ONE): [] MONTHLY [] BIWEEKLY (Except for December, this form MUST be received in Payroll Office by 12 NOON 10th calendar day of month to be effective in current month and MUST BE COMPLETED IN INK!!!!)

Form W-4 EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE
OMB No. 1545-0074
2010
1 Type or print your first name and middle initial Last name
2 Your social security number
Home address (number and street or rural route)
City or town, state, and ZIP code
3 [] Single [] Married [] 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.

(IF CLAIMING EXEMPT, LINES 5 AND 6 MUST BE LEFT BLANK)
5 Total number of allowances you are claiming (from line H below 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 2010 and I certify that I meet both of the following conditions for exemption:
- 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 Date
Form is not valid unless you sign it. For Privacy Act and Paperwork Reduction Act Notice, see page 2. Cat. No. 10220Q Form W-4 (2010)

INSTRUCTIONS FOR COMPLETION OF FEDERAL WITHHOLDING ALLOWANCE CERTIFICATE

Form W-4 (2010)

Purpose. Complete Form W-4 so 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 2010 expires February 16, 2011. See Pub. 505, Tax Withholding and Estimated Tax. Note: You cannot claim exemption from withholding if (a) your income exceeds \$950 and includes more than \$300 of unearned income (e.g., interest and dividends), and (b) another person can claim you as a dependent on his or her tax return.

Basic Instructions. If you are not exempt, complete the Personal Allowances Worksheet below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earner/multiple job situations. Complete all worksheets that apply. However, 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 or wages.

Head of household. Generally, you may 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 919, How Do I Adjust My Tax Withholding, for information on converting your other credits into withholding allowances.

Nonwage Income. If you have a large amount of nonwage 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. If you have pension or annuity income, see Pub. 919 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two-earners or Multiple jobs. If you have a working spouse or more than one job, figure the 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 W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 919 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. 919 to see how the amount you are having withheld compares to your projected total tax for 2010. See Pub. 919, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

Recent name change? If your name on line 1 differs from that shown on your social security card, call 1-800-772-1213 to initiate a name change and obtain a social security card showing your correct name.

Personal Allowances Worksheet (Keep for your records)

- A Enter "1" for yourself if no one else can claim you as a dependent..... A _____
- You are single and have only one job; or
B Enter "1" if: B _____
- You are married, have only one job, and your spouse does not work; or
- Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less.
C 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.)..... C _____
D Enter number of dependents (other than your spouse or yourself) you will claim on your tax return..... D _____
E Enter "1" if you will file as head of household on your tax return (see conditions under "Head of Household" above)..... E _____
F Enter "1" if you have at least \$1,800 of child or dependent care expenses for which you plan to claim a credit..... F _____
(Note: Do not include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.)
G 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 \$61,000 (\$90,000 if married), enter "2" for each eligible child; then less "1" if you have three or more children.
- If your total income will be between \$61,000 and \$84,000 (\$90,000 and \$119,000 if married), enter "1" for each eligible child plus "1" additional if you have six or more eligible children.
H 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 . H _____
- 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 have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed \$18,000, (\$32,000 if married) see the Two-Earners/Multiple Job 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 H on line 5 of Form W-4 above.

For accuracy, complete all worksheets that apply.

Note: Use this worksheet **only** if you plan to itemize deductions or claim certain credits or adjustments to income.

1. Enter an estimate of your 2010 itemized deductions. These include qualifying home mortgage interest, charitable contributions, state and local taxes, medical expenses in excess of 7.5% of your income, and miscellaneous deductions. 1. \$ _____
2. 2. \$ _____
 Enter: \$ 11,400 if married filing jointly or qualifying widow(er)
 \$ 8,400 if head of household
 \$ 5,700 if single or married filing separately
3. **Subtract** line 2 from line 1. If zero or less, enter "0" 3. \$ _____
4. Enter an estimate of your 2010 adjustments to income and any additional standard deduction. (Pub. 919) 4. \$ _____
5. **Add** lines 3 and 4 and enter the total. (Include any amount for credits from **Worksheet 6** in Pub.919) 5. \$ _____
6. Enter an estimate of your 2010 nonwage income (such as dividends or interest) 6. \$ _____
7. **Subtract** line 6 from line 5. If zero or less, enter "0" 7. \$ _____
8. **Divide** the amount on line 7 by \$3,650 and enter the result here. Drop any fraction. 8. _____
9. Enter the number from the **Personal Allowances Worksheet**, line H, on page 1 9. _____
10. **Add** lines 8 and 9 and enter the total here. If you plan to use the **Two-Earners/Multiple Jobs Worksheet**, also enter this total on line 1 below. Otherwise, **stop here** and enter this total on Form W-4, line 5, on page 1 10. _____

Two-Earners/Multiple Jobs Worksheet (See **Two earners/Multiple jobs** on page 1.)

Note: Use this worksheet **only** if the instructions under line H on page 1 direct you here.

1. Enter the number from line H, page 1 (or from line 10 above if you used the **Deductions and Adjustments Worksheet**) 1. _____
2. Find the number in **Table 1** below that applies to the **LOWEST** paying job and enter it here. However, if you are married filing jointly and wages from the highest paying job are \$65,000 or less, do not enter more than "3". 2. _____
3. If line 1 is **MORE THAN OR EQUAL TO** line 2, subtract line 2 from line 1. Enter the result here (if zero, enter "0") and on Form W-4, line 5, page 1. **Do not** use the rest of this worksheet. 3. _____
- Note:** If line 1 is **LESS THAN** line 2, enter "0" on Form W-4, line 5, page 1. Complete lines 4-9 below to figure the additional withholding amount necessary to avoid a year-end tax bill.
4. Enter the number from line 2 of this worksheet. 4. _____
5. Enter the number from line 1 of this worksheet. 5. _____
6. **Subtract** line 5 from line 4. 6. _____
7. Find the amount in **Table 2** below that applies to the **HIGHEST** paying job and enter it here. 7. \$ _____
8. **Multiply** line 7 by line 6 and enter the result here. This is the additional annual withholding needed. 8. \$ _____
9. **Divide** line 8 by the number of pay periods remaining in 2010. For example, divide by 26 if you are paid every two weeks and you complete this form in December 2009. Enter the result here and on Form W-4, line 6, page 1. This is the additional amount to be withheld from each paycheck. 9. \$ _____

Table 1				Table 2			
Married Filing Jointly		All Others		Married Filing Jointly		All Others	
If wages from LOWEST paying job are---	Enter on line 2 above	If wages from LOWEST paying job are---	Enter on line 2 above	If wages from HIGHEST paying job are---	Enter on line 7 above	If wages from HIGHEST paying job are---	Enter on line 7 above
\$0 - \$ 7,000	0	\$0 - \$6,000	0	\$0 - \$65,000	\$550	\$0 - \$35,000	\$550
7,001 - 10,000	1	6,001 - 12,000	1	65,001 - 120,000	910	35,001 - 90,000	910
10,001 - 16,000	2	12,001 - 19,000	2	120,001 - 185,000	1,020	90,001 - 165,000	1,020
16,001 - 22,000	3	19,001 - 26,000	3	185,001 - 330,000	1,200	165,001 - 370,000	1,200
22,001 - 27,000	4	26,001 - 35,000	4	330,001 and over	1,280	370,001 and over	1,280
27,001 - 35,000	5	35,001 - 50,000	5				
35,001 - 44,000	6	50,001 - 65,000	6				
44,001 - 50,000	7	65,001 - 80,000	7				
50,001 - 55,000	8	80,001 - 90,000	8				
55,001 - 65,000	9	90,001 - 120,000	9				
65,001 - 72,000	10	120,001 and over	10				
72,001 - 85,000	11						
85,001 - 105,000	12						
105,001 - 115,000	13						
115,001 - 130,000	14						
130,001 and over	15						

Privacy Act and Paperwork Reduction Act Notice.-- We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person who claims no withholding allowances; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws, and using it in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue Law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.