

FORM W-4 INSTRUCTIONS

Line #1 (name) must match your Social Security card EXACTLY. Please be sure your name and social security number are PRINTED LEGIBLY.

For Line #5 (total number of allowances) do you want this same amount for state taxes as well as Federal? Yes No

If No, enter the number of allowance for state _____.

Employee Full Name _____

Employee Date of Birth _____

Employee Date of Hire _____

Rate of Pay _____ Per Hour Month Year

Company Name _____

Did you file the New Hire Reporting Form? Yes No