

YOU MAY NEED TO

## Check Your Withholding

Since you last filed Form W-4  
with your employer did you...

- ▶ Marry or divorce?
- ▶ Gain or lose a dependent?
- ▶ Change your name?

Were there major changes to...

- ▶ Your nonwage income (interest, dividends, capital gains, etc.)?
- ▶ Your family wage income (you or your spouse started or ended a job)?
- ▶ Your itemized deductions?
- ▶ Your tax credits?

If you can answer "YES" ... To any of these questions or you owed

extra tax when you filed your last return, you may need to file a new Form W-4.

See your employer for a copy of Form W-4 or call the IRS at 1-800-829-3676.

Now is the time to check your withholding. For more details, get Publication 919,  
How Do I Adjust My Tax Withholding?, or use the Withholding Calculator at

[www.irs.gov/individuals](http://www.irs.gov/individuals) on the IRS website.

Employer: Please post or publish this Bulletin Board  
Poster so that your employees will see it. Please indicate  
where they can get forms and information on this subject.



cial situation changes.  
**Exemption from withholding.** If you are  
empt, complete **only** lines 1, 2, 3, 4, and 7  
sign the form to validate it. Your exemption  
2009 expires February 16, 2010. See  
505, Tax Withholding and Estimated Tax.  
e. You cannot claim exemption from  
holding if (a) your income exceeds \$950  
includes more than \$300 of unearned  
me (for example, interest and divi  
(b) another person can  
endent on the

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  
credits in

working spouse or more than  
the total number of allowan  
to claim on all jobs using w  
one Form W-4. Your withho  
be most accurate when all a  
claimed on the Form W-4 fo  
paying job and zero allowan  
e others. See Pub. 919 fo

**Nonresident alien.** If you a  
n, see the Instructions fo  
ore completing this Form

**Check your withholding.** A  
s effect, use Pub. 919 t  
nt you are having with  
projected total tax for  
specially if your earnin  
00 (Single) or \$180,0

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00 or less.

working spouse

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W-4

Department of the Treasury  
Internal Revenue Service

Type or print your

Home address (nur

City or town, state, a

Total number of all

Additional amount,

I claim exemption fr

• Last year I had a

the applicable worksheet on page 2)

paycheck

and I certify that I meet **both** of the following conditions for exemption

refund of all federal income tax withheld because I had **no** tax liability and