

Guidelines for Completing Federal and Missouri W-4's

All employees are required to complete a federal and state withholding allowance certificate. Failure to provide Payroll with a valid withholding allowance certificate will result in the withholding tax to be withheld at the highest rate of "Single" marital status and "zero" allowances until a form W-4 is completed. No white out or scratch outs are allowed. Ink must be used and is invalid if completed in pencil. New forms are posted on the Payroll webpage usually in December of each year. Payroll cannot accept W-4's completed on the old forms after January 31st. International employees are subject to special rules and **must** meet with the International Payroll Accountant to complete Forms W-4/MO W-4.

Federal Form W-4

Box 1 (Required)	Print first name, middle initial, last name, home address, city, state, and zip code.
Box 2 (Required)	Complete with nine-digit social security number.
Box 3 (Required)	Must have a check mark in one box only.
Box 4 (Optional)	Place a check mark in the box only if your last name differs from that shown on your Social Security card.
Box 5 (Required)	Box 5 is required unless you are claiming "Exempt" in box 7. If claiming "Exempt" box 5 must be blank. Complete all worksheets that apply, however you may claim fewer (or zero) allowances.
Box 6 (Optional)	This box is assumed to be zero if left blank.
Box 7 (Optional)	If the word "Exempt" is written in this box, then boxes 5 and 6 MUST BE BLANK. W-4's claiming exemption from withholding is effective when it is filed with the employer and only for that calendar year. To continue to be exempt from withholding in the next calendar year, you must complete a new W-4 by February 15. If you do not complete a new W-4 by February 15, Payroll will begin withholding tax as if you are single with zero withholding allowances.
Signature (Required)	Employee signature.
Date (Required)	Must be the date the form is signed, back dating is not allowed.

Missouri Form MO W-4

Full Name (Required)	Print full name as it appears on your social security card.
Social Security # (Required)	Complete with nine-digit social security number.
Filing Status (Required)	Must have a check mark in one box only. If you check the married filing status you must also mark Yes or No on line 2.
Address (Required)	Print home address, city, state and zip code.
Box 1-4 (Optional)	Box 1-4 is assumed to be a zero if left blank.
Box 5 (Required)	Box 5 is required unless you are claiming "Exempt" in box 7. If claiming "Exempt" box 5 must be blank. Box 5 must be equal to the total of boxes 1-4.
Box 6 (Optional)	This box is assumed to be zero if left blank.
Box 7 (Optional)	If the word "Exempt" is written in this box, then boxes 1-6 MUST BE BLANK. W-4's claiming exemption from withholding is effective when it is filed with the employer and only for that calendar year. To continue to be exempt from withholding in the next calendar year, you must complete a new W-4 by February 15. If you do not complete a new W-4 by February 15, Payroll will begin withholding tax as if you are single with zero withholding allowances.
Signature (Required)	Employee signature.
Date (Required)	Must be the date the form is signed, back dating is not allowed.