

Guidelines for Completing Federal & Missouri W-4's

All new employees are required to complete a paper form for federal and state withholding. Failure to provide Payroll with a valid withholding certificate will result in the withholding tax to be withheld at the highest "Single" marital status tax rate 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. Changes to federal withholding can be completed electronically through My Missouri State or complete a paper form and submit to Payroll. Changes to state withholding must be completed on paper and submitted to Payroll. Foreign National employees are subject to special rules and **must** meet with the International Employment Specialist in the office of International Programs to complete all tax forms.

Federal Form W-4

Step 1 (a) (Required)	Print first name, middle initial, last name, home address, city, state, and zip code.
Step 1 (b) (Required)	Complete with nine-digit social security number.
Step 1 (c) (Required)	Must have a check mark in one box only.
Steps 2-4 (Optional)	ONLY complete if they apply to you, otherwise, skip to Step 5.
Exempt from withholding	To claim exempt from withholding, certify that you meet both of the conditions below by writing "Exempt" on Form W-4 in the space below Step 4 (c). Claiming exempt means we will not withhold any federal tax from wages earned as an employee. If the word "Exempt" is written under Step 4 (c), then Steps 2 through 4(c) MUST BE BLANK . W-4's claiming exempt from withholding is effective when it is filed and only for that calendar year. To continue to be exempt from withholding in the next calendar year, a new W-4 must be completed by February 15. You may claim exempt from withholding if you meet both of the following conditions: <ul style="list-style-type: none">• You had no federal income tax liability in the previous year and• You expect to have no federal income tax liability in the current year.
Step 5 (Required)	Employee signature and date. First date of employment: To be completed by the hiring department for new or rehires.

Missouri Form MO W-4

Full Name (Required)	Print full name as it appears on social security card.
Social Security # (Required)	Complete with nine-digit social security number.
Address (Required)	Print home address, city, state and zip code.
Step 1 (Required)	Filing Status: Must have a check mark in one box only.
Steps 2-4 (Optional)	ONLY complete if they apply to you.
Exempt from withholding	To claim exempt from withholding write the word "Exempt" on line 4. Claiming exempt means we will not withhold any state tax from wages earned as an employee. Line 2 and 3 MUST BE BLANK . Mark box next to appropriate reason for the exemption. W-4's claiming exempt from withholding is effective when it is filed and only for that calendar year. To continue to be exempt from withholding in the next calendar year, a new W-4 must be completed by February 15.
Signature (Required)	Employee signature.
Date (Required)	Must be the date the form is signed, back dating is not allowed.
Date Services for Pay 1 st Performed by Employee	To be completed by the hiring department.