

W-4 Completion Instructions:

Although the IRS form W-4 has detailed instructions, here is additional clarification on a line by line basis.

Line 1. Clearly print your **first name, middle initial (if any) & last name** on line 1. Please use your formal name as it would appear on your birth certificate, not any nicknames you may have. Also insert your **Date of Birth** in the space provided. Complete your full permanent address (most likely it is your home address not your school address). It is the address where you want your W-2 sent to at the end of the year. If you are a **full time student** circle Y if not circle N. We need this information for state unemployment reasons. Enter the **state you are working in**. This may be different from the state you live in and we need to make sure we withhold the proper state's taxes.

Line 2. Enter 9-digit **social security number**. You must have a social security number to be paid.

Line 3. Please note you **must check** one of the three boxes provided.

Line 4. Self-explanatory. Hopefully this will not apply to anyone.

Line 5. For full time students who make up to **\$3500** for the entire year can elect to be exempt from federal and state taxes. If you are such a student you should enter exempt in line 7, please put a dash in Line 5. However, if you want to have taxes taken out you should enter the number of allowance(s) calculated from the Personal Allowance Worksheet on the W-4 form directly above the W-4 form.

Line 6. If for some reason you believe you need to have extra Federal taxes taken out of your paycheck enter the amount here.

Line 7. If you are a student and do not want any state or federal tax taken out of your paycheck you should enter the word "exempt" here. (see specifics in Line 5 above)

Please sign and date here. This is important!

Line 8 & 10. Camp Name, address and EIN should be typed in already.