

2012

**Employee Withholding Allowance Certificate
FOR MARYLAND STATE GOVERNMENT EMPLOYEES
RESIDING IN WEST VIRGINIA**

Form W-4
Department of the Treasury
Internal Revenue Service

Form WV/IT-104
State Tax Department
West Virginia

Please complete form in black ink. Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

Section 1 - Employee Information

Payroll System (check one) RG ☐ CT ☐ UM ☐		Name of Employing Agency	
Agency Number		Social Security Number	Employee Name
Home Address (number and street or rural route)		Address Continued (apartment number, if any)	
City	State WV	Zip Code	

Section 2 - Federal Withholding Form W-4

The federal worksheet is available online at <http://www.irs.gov/pub/irs-pdf/fw4.pdf>

3 ☐ Single ☐ Married ☐ Married, but withhold at higher Single rate Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.		4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ☐	
5 Total number of allowances you are claiming (from page 1 or page 2 of the federal worksheet)		5	
6 Additional amount, if any, you want withheld from each paycheck		6	\$
7 I claim exemption from withholding for 2012, and I certify that I meet both of the following conditions for exemption. • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here.....➔		7	

Section 3 - West Virginia Withholding Form WV/IT-104

Tax information is available online at <http://www.state.wv.us/taxrev/uploads/it100-1-a.pdf>

1. If SINGLE, and you claim an exemption, enter "1", if you do not, enter "0".....		_____
2. If MARRIED, one exemption each for husband and wife if not claimed on another certificate. (a) If you claim both of these exemptions, enter "2" (b) If you claim one of these exemptions, enter "1" (c) If you claim neither of these exemptions, enter "0"		_____
3. If you claim exemptions for one or more dependents, enter the number of such exemptions		_____
4. Add the number of exemptions which you have claimed above and enter the total		
5. If you are Single, Head of Household, or Married and your spouse does not work, and you are receiving wages from only one job, and you wish to have your tax withheld at a lower rate, check here		☐
6. Additional withholding per pay period under agreement with employer		\$ _____
Note that special withholding allowances provided on Federal Form W-4 may not be claimed on your West Virginia Form WV/IT-104		

Section 4 - Employee Signature

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete. I further certify, under penalties provided by the law, that the number of exemptions claimed in this certificate is not in excess of those to which I am entitled. Employee's signature (Form is not valid unless you sign it.) _____		Date _____
Employer's name and address (including zip code) (For employer use only) Central Payroll Bureau P.O. Box 2396 Annapolis, MD 21404		Federal Employer identification number 52-6002033 (For State of Maryland - CPB use only)

Important: The information you supply must be complete. This form will replace in total any certificate you previously submitted.
Web Site - <http://compnet.comp.state.md.us/cpb>