

2011

EMPLOYEE WITHHOLDING ALLOWANCE CERTIFICATE FOR MARYLAND STATE GOVERNMENT EMPLOYEES

Form W-4 Department of the Treasury Internal Revenue Service

RESIDING IN WEST VIRGINIA

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

Form with fields: Payroll System (RG, CT, UM), Name of Employing Agency, Agency Number, Social Security Number, Employee Name, Home Address, Address Continued, 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

Form with fields: 3 Single/Married status, 4 Last name check, 5 Allowances, 6 Additional amount, 7 Exemption conditions.

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

Form with numbered questions 1-6 regarding exemptions and withholding rates.

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

Form with fields: Employer's name and address (Central Payroll Bureau, Annapolis, MD), Federal Employer identification number (52-6002033).

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