

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.

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