

Year _____ D-4 Employee Withholding Allowance Certificate

Your first name _____ M.I. Last name _____

Home address (number and street) _____ Apartment number _____

City _____ State _____ Zip code _____

Social security number _____

1 Tax filing status Fill in only one: Single Married filing jointly Married filing separately Head of household
 Married filing separately on same return

2 Total number of withholding allowances from worksheet below _____

3 Additional amount, if any, you want withheld from each paycheck _____

4 If you are claiming exemption from withholding, read below and write "EXEMPT" in this box.

I am exempt because: last year I did not owe any DC income tax and had a right to a full refund of all DC income tax withheld from me; and this year I do not expect to owe any DC income tax and expect a full refund of all DC income tax withheld from me; and I qualify for exempt status on federal Form W-4.

If claiming exemption, are you a full-time student? Yes No

Signature Under penalties of law, I declare that I have examined this return and to the best of my knowledge it is correct.

Employee's signature _____ Date _____

Employer Keep this certificate with your records. If 10 or more exemptions are claimed or if you suspect this certificate contains false information please send a copy to: Office of Tax and Revenue, 941 North Capitol St., NE, Washington, DC 20002-4259 Attn: Compliance Administration

✂ Detach and give top portion to your employer. Keep bottom portion for your records.

D-4 Employee Withholding Allowance Worksheet

Section A Number of withholding allowances

- a Enter 1 for yourself and a
- b Enter 1 if you are filing as a head of household and b
- c Enter 1 if you are 65 or over and c
- d Enter 1 if you are blind d
- e Enter number of dependents e
- f Enter 1 for your spouse if filing jointly f
- g Enter 1 if married filing jointly and your spouse is 65 or over and g
- h Enter 1 if married filing jointly and your spouse is blind h
- i Number of allowances Add Lines a through h and enter on Line 2. If you would like to claim additional allowances, complete section B below. i

Section B Additional withholding allowances

- j Enter estimate of your itemized deductions j
- k Enter \$1,000 if married filing separately; all others enter \$2,000 k
- l Subtract k from j l
- m Multiply \$1,370 by number of allowances on Line i m
- n Divide l by m. Round to the nearest whole number. n
- o Add Lines n and i and enter on Line 2 above. o