

**EMPLOYEE WITHHOLDING ALLOWANCE CERTIFICATE – FORM W-4 for 2019**

Last Name	First Name	Middle Name
Home Address		
City	State	Zip

Social Security Number	<p><b>Note:</b> If married but legally separated, or if you or your spouse is a nonresident alien, check the Single box.</p> <p>Check only one box:</p> <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate
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If your name differs from that on your social security card, please call the SSA at 1-800-772-1213 for a new card.

FEDERAL INCOME TAX section	Number of allowances
Total number of allowances you are claiming for tax purposes	
Additional amount, if any, you want withheld from each paycheck Indicate 'cancel' to change the additional amount currently deducted to zero.	\$
<b>CITIZENSHIP</b> Check only one box: <input type="checkbox"/> U.S. citizen <input type="checkbox"/> Resident alien or permanent resident (attach a copy of your green card) <input type="checkbox"/> Nonresident alien – Immigration Status (e.g. F-1, J-1, etc.) Country of Residence _____	
I am a U.S. citizen or resident alien (permanent resident) and claim exemption from withholding for 2019 and I certify that I meet both of the following conditions for exemption: Last year I had the 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, enter "EXEMPT" here. If "EXEMPT" is entered here, no federal tax will be withheld.
Did you know that you can visit the IRS.gov website to estimate your taxes?  The IRS website has a tax calculator at <a href="http://www.irs.gov/W4App">www.irs.gov/W4App</a>	

STATE INCOME TAX section	Number of exemptions
Personal exemption for yourself. Write "1" if claimed	
Write "1" if you are claiming a personal exemption for your spouse	+
Write the number of exemptions for dependents	+
Total number of exemptions claimed	=
Additional amount, if any, you want withheld from each paycheck Indicate 'cancel' to change the additional amount currently deducted to zero.	\$
Were you continuously employed prior to 3/31/86 with the State of Ohio, an agency of the State of Ohio, or another state university in Ohio?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did you accept your position with COTC prior to terminating your state employment?	<input type="checkbox"/> Yes <input type="checkbox"/> No

LOCAL INCOME TAX section	City/School District Name	Within city limits?
City of employment		<input type="checkbox"/> Yes <input type="checkbox"/> No
City of permanent residence		<input type="checkbox"/> Yes <input type="checkbox"/> No
School District (based on permanent residence)		

Under penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate.



Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

**Form W-4 (2019)**

<b>Personal Allowances Worksheet</b> (for your personal use)		
A	Enter "1" for yourself.....	A _____
B	Enter "1" if you will file as married filing jointly.....	B _____
C	Enter "1" if you will file as head of household.....	C _____
D	Enter "1" if: <ul style="list-style-type: none"> <li>• You're single, or married filing separately, and have only one job, or</li> <li>• You're married filing jointly, have only one job, and your spouse doesn't work, or</li> <li>• Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less</li> </ul>	D _____
E	<b>Child tax credit.</b> See Pub. 972, Child Tax Credit, for more information. <ul style="list-style-type: none"> <li>• If your total income will be less than \$71,201 (\$103,351 if married filing jointly), enter "4" for each eligible child.</li> <li>• If your total income will be from \$71,201 to \$179,050 (\$103,351 to \$345,850 if married filing jointly) enter "2" for each eligible child.</li> <li>• If your total income will be from \$179,051 to \$200,000 (\$345,851 to \$400,050 if married filing jointly) enter "1" for each eligible child.</li> <li>• If your total income will be higher than \$200,000 (\$400,000 if married filing jointly) enter "-0-".</li> </ul>	E _____
F	<b>Credit for other dependents.</b> See Pub. 972, Child Tax Credit, for more information. <ul style="list-style-type: none"> <li>• If your total income will be less than \$71,201 (\$103,351 if married filing jointly), enter "1" for each eligible dependent.</li> <li>• If your total income will be from \$71,201 to \$179,050 (\$103,351 to \$345,850 if married filing jointly) enter "2" for every two dependents (for example, "-0-" for one dependent, "1" if you have two or three dependents, and "2" if you have four dependents).</li> <li>• If your total income will be higher than \$179,051 (\$345,850 if married filing jointly) enter "-0-".</li> </ul>	F _____
G	<b>Other credits.</b> If you have other credits, see Worksheet 1-6 of Pub. 505 and enter the amount from that worksheet here. If you use Worksheet 1-6, enter "-0-" on lines E and F.	G _____
H	Add lines A through G and enter that total here. These are your total number of allowances.	H _____
	<ul style="list-style-type: none"> <li>• If you plan to itemize or claim adjustments to income and want to reduce your withholding, or if you have a large amount of nonwage income not subject to withholding and want to increase your withholding, see the Deductions, Adjustments, and Additional Income Worksheet below.</li> <li>• If you have more than one job at a time or are married filing jointly and you and your spouse both work, and the combined earnings from all jobs exceed \$53,000 (\$24,450 if married filing jointly), see the Two-Earners/Multiple Jobs Worksheet on page 4 to avoid having too little tax withheld.</li> <li>• If neither of the above situations applies, stop here and enter the number from line H onto Form W-4.</li> </ul>	

<b>Deductions, Adjustments, and Additional Income Worksheet</b>		
Note: use this worksheet <i>only</i> if you plan to itemize deductions, claim certain adjustments to income, or have a large amount of nonwage income not subject to withholding.		
1	Enter an estimate of your 2019 itemized deductions. These include qualifying home mortgage interest, charitable contributions, state and local taxes (up to \$10,000), and medical expenses in excess of 10% of your income. See Pub. 505 for details.....	1 _____
2	Enter: <ul style="list-style-type: none"> <li>• \$24,000 if you're married filing jointly or qualifying widow(er)</li> <li>• \$18,350 if you're head of household</li> <li>• \$12,200 if you're single or married filing separately</li> </ul>	2 _____
3	Subtract line 2 from line 1. If zero or less, enter "-0-".....	3 _____
4	Enter an estimate of your 2019 adjustments to income, qualified business income deduction, and any additional standard deduction for age or blindness (see Pub. 505 for information about these items)	4 _____
5	Add lines 3 and 4 and enter the total.....	5 _____
6	Enter an estimate of your 2019 nonwage income not subject to withholding (such as dividends or interest)	6 _____
7	Subtract line 6 from line 5. If zero, enter "-0-". If less than zero, enter amount in parentheses.	7 _____
8	Divide the amount of line 7 by \$4,200 and enter the result here. If a negative amount, enter in parentheses.	8 _____
9	Enter the number from the Personal Allowances Worksheet, line H, above.....	9 _____
10	Add lines 8 and 9 and enter the total here. If zero or less, enter "-0-".....	10 _____