

2013

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

Form with fields: Payroll System (check one), Name of Employing Agency, Agency Number, Social Security Number, Employee Name, Home Address, Address Continued, City, State, 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, Married but withhold at higher Single rate; 4 If your last name differs from that shown on your social security card; 5 Total number of allowances; 6 Additional amount; 7 I claim exemption from withholding for 2013.

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. If SINGLE, and you claim an exemption... 2. If MARRIED, one exemption each for husband and wife... 3. If you claim exemptions for one or more dependents... 4. Add the number of exemptions... 5. If you are Single, Head of Household, or Married... 6. Additional withholding per pay period... 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, 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