

# Instructions for completing Form W-4VT

**Who must complete Form W-4VT:**

- Any person whose employer requires this form
- Any person requiring Vermont Withholding to be based on W-4 information which is different from the Federal W-4. This would include employees anticipating Child Tax Credit, Hope Credit, or other federal credits which do not pass through to Vermont income tax and employees who are in civil unions.

**Completing Form W-4VT:** This form is completed in the same manner as the Federal W-4. Complete the federal W-4 form first, following the instructions on the form or IRS Publication 919, **How Do I Adjust My Tax Withholding?**.

**Parts 1 and 2:** Print or type your Name and Social Security Number. For taxpayers using the fillable PDF, type in the Social Security Number without hyphens.

**Part 3:** Enter any information required by your employer.

- Part 4: a.** If you are a partner in a civil union, check either “Civil Union” or Civil Union, but withhold at the higher Single rate”. Otherwise check the filing status used on the Federal
- b.** Enter the number of allowances for Vermont withholding. If you claimed additional allowances for Federal tax because of anticipated child credit or education credit, do not claim these additional allowances for Vermont withholding.
- c.** If you want an additional amount of Vermont withholding to be deducted from each paycheck, enter amount.

**Part 5:** Sign and date the form. Send completed forms to Payroll Division either by fax to 828-2435; email to: VISION-Payroll@state.vt.us; or mail to 109 State Street, 4th Fl, Montpelier 05609-1501

*This form may be photocopied as needed.*

## W-4VT

### State of Vermont Department of Taxes Vermont Employee's Withholding Allowance Certificate

<b>Part 1</b>	First Name                      Initial                      Last Name	<b>Part 2</b>	Social Security Number
<b>Part 3</b>	Employee Number: _____ (or other employer information required by employer)		
<b>Part 4</b>	<p><b>a.</b> Is your Vermont filing status:</p> <p style="padding-left: 20px;"> <input type="checkbox"/> Single                      <input type="checkbox"/> Married                      <input type="checkbox"/> Married, but withhold at the higher Single rate  <input type="checkbox"/> Civil Union                      <input type="checkbox"/> Civil Union, but withhold at the higher Single Rate         </p> <p><b>NOTE:</b> If married, but legally separated, or spouse is a nonresident alien, check the 'Single' box.</p> <p><b>b.</b> Total number of Vermont Withholding allowances .....<b>b.</b> <input style="width: 50px;" type="text"/></p> <p style="padding-left: 20px;"><small>If you claimed additional allowances for Federal tax because of anticipated child credit or education credit, do not claim these additional allowances for Vermont withholding.</small></p> <p><b>c.</b> Additional amount, if any, of Vermont Tax to be withheld from each paycheck.....<b>c.</b> <input style="width: 100px;" type="text"/> \$</p> <p><b>d.</b> I Claim exemption from withholding for 2013, and I certify that I meet both of the following conditions for exemption.</p> <ul style="list-style-type: none"> <li>• Last year I had a right to a refund of all state income tax withheld because I had no tax liability, and</li> <li>• This year I expect a refund of all state income tax withheld because I expect to have no tax liability.</li> </ul> <p style="padding-left: 20px;"><small>If you meet both conditions, than you may write 'EXEMPT' here.....▶</small></p> <div style="text-align: right;"><input style="width: 100px;" type="text"/></div>		
<b>Part 5</b>	I certify that I am entitled to the number of withholding allowances claimed on this certificate.		
	_____ Signature	_____ Date	