

How to Claim EXEMPT on the Federal W-4

If these statements are true:

I claim exemption from withholding for 2007, and I certify that I meet **both** of the following conditions for exemption.

Last year I had a 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.

You can choose to claim EXEMPT on your Federal W-4 tax form. All highlighted areas on the form below are areas that MUST be filled out in order to claim EXEMPT. Failure to complete all highlighted areas or filling in additional areas will invalidate the form. Read the entire form carefully before filling it out.

----- Cut here and give Form W-4 to your employer. Keep the top part for your records. -----

Form W-4 Department of the Treasury Internal Revenue Service	<h2 style="margin: 0;">Employee's Withholding Allowance Certificate</h2> <p style="font-size: small;">▶ 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.</p>	OMB No. 1545-0074 <h1 style="font-size: 2em; margin: 0;">2007</h1>
1 Type or print your first and last name. Bananas	Last name The Bear	2 Your social security number 999 99 9999
Home address (number and street or rural route) 1 Main Street	3 <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married (separated) <input type="checkbox"/> Married (widowed) <input type="checkbox"/> Married (divorced) Note. If married, but legally separated, or single, check the "single" box.	4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. <input type="checkbox"/>
City or town, state, and ZIP code Orono, Maine 04473	5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2) 5 6 Additional amount, if any, you want withheld from each paycheck 6 \$	
7 I claim exemption from withholding for 2007, and I certify that I meet both of the following conditions for exemption. • Last year I had a 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, write "Exempt" here EXEMPT		
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.) ▶ Bananas The Bear		
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)	9 Office code (optional)	10 Employer identification number (EIN)