

Tax Information

Student earnings, including work study, are taxable. All students working on campus must fill out a Federal W-4 and a Maine W-4 form.

The amount of taxes withheld from your paycheck is based on the number of allowances you claim. If you are uncertain of the amount to claim, please use the “Personal Allowances Worksheet” found on the W-4 form. Please be advised the staff at the Office of Student Employment and the Payroll Office cannot provide tax advice.

To claim exemption from withholding you would have to have had no tax liability the previous year and expect none in the current year. Exempt status is only good for one year (January-December). In order to keep exempt status you must complete new tax forms every January. Please submit these forms to payroll prior to the first paycheck of the calendar year. Please Note: You cannot claim allowances and exempt.

All student workers are exempt from FICA (Social Security Tax) provided they are enrolled at least half time. During the summer students must also be enrolled at least half time to be exempt from FICA.

All international students should proceed to the Payroll Office in Corbett Hall to fill out tax and verification forms.

