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GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE CHIEF FINANCIAL OFFICER
OFFICE OF TAX AND REVENUE

Employee's Withholding Allowance Certificate

- 1. WHO MUST FILE - Every new employee who resides in or is domiciled in the District of Columbia...
2. WHEN TO FILE - File Form D-4 whenever you start new employment...
3. WHAT TO FILE - After completing Form D-4, detach the bottom portion and file it with your employer.

D-4 WORKSHEET INSTRUCTIONS

- A. thru D - Choose the appropriate category.
E. Enter a "1" or "2" for each category of Age or Blindness...
F. Dependents - Enter the number of dependents you are entitled to claim...
G. Additional Withholding Allowances - You may claim additional allowances...

D-4 WORKSHEET TO FIGURE YOUR WITHHOLDING ALLOWANCES

- A. SINGLE: If you claim an allowance for yourself only...
B. HEAD OF HOUSEHOLD: If you are single, or married and not living with your spouse...
C. MARRIED FILING JOINTLY: If you claim an allowance for yourself and your spouse...
D. MARRIED FILING SEPARATELY: If you claim an allowance for yourself only...
E. AGE AND BLINDNESS: (Applicable only to you and your spouse, but NOT to dependents) AGE - If you or your spouse will be 65 years of age or older...
F. DEPENDENTS: Enter the number of dependents for whom allowances are claimed...
G. Additional withholding allowances. (See Instruction G above)
H. Add the number of allowances you have entered on the worksheet and enter the TOTAL here and on line 1 of Form D-4 below

D-4 EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE INSTRUCTIONS

- 1. Print or type your full name, current address and correct social security number. Under Title V. Sec.1(a) of the D.C. Income and Franchise Tax Act...
2. Be sure to check the proper Filing Status Box. This enables your employer to use the correct income tax withholding table.
3. Enter on line 1 of the allowance certificate below the total number of allowances claimed on line H of the worksheet above.
4. In some instances, even if you claim zero withholding allowances, you may not have enough tax withheld. You may, upon agreement with your employer, have more tax withheld by filling in a dollar amount on line 2 below.
5. You may claim an exempt status on line 3 below, only if you qualify for an exempt status on Federal Form W-4.
6. Be sure to sign and date Form D-4.

Tear along this line and give the bottom part to your employer. Keep the top portion for your records.

EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE Form D-4
Government of the District of Columbia Office of the Chief Financial Officer OFFICE OF TAX AND REVENUE
Type or print your full name (Last, First, M.I.)
Home address
Your Social Security Number

Filing Status (Check only one) Single Head of Household Married Filing Jointly Married Filing Separately

1 Total number of allowances you are claiming (from line H. of the Worksheet above).
2 Additional amount, if any, you want deducted each pay period \$
3 I claim exemption from withholding because (check boxes below that apply):
a Last year I did not owe any District income tax and had a right to a full refund of ALL income tax withheld from me AND
b This year I do not expect to owe any District income tax and expect a full refund of ALL income tax withheld from me.
If both a. and b. apply, enter the year this is effective and the word "EXEMPT" here. YEAR
c. If you entered "EXEMPT" on line 3b, are you a full-time student? Yes No

Under penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate or, if claiming exemption from withholding, that I am entitled to claim the exempt status.

Employee's signature Date