

\_\_\_\_\_  
**Year**

**D-4 Employee Withholding Allowance Certificate**

Your first name				M.I.	Last name					
Home address (number and street)								Apartment number		
City								State	Zip code	
<p><b>1 Tax filing status</b> <i>Fill in only one:</i>   <input type="radio"/> Single   <input type="radio"/> Married filing jointly   <input type="radio"/> Married filing separately   <input type="radio"/> Head of household</p> <p style="text-align: right;"><input type="radio"/> Married filing separately on same return</p>										
<p><b>2 Total number of withholding allowances from worksheet below</b></p>										
<p><b>3 Additional amount, if any, you want withheld from each paycheck</b>   \$</p>										
<p><b>4 If you are claiming exemption from withholding, read below and write "EXEMPT" in this box.</b></p> <p>I am exempt because: last year I did not owe any DC income tax and had a right to a full refund of all DC income tax withheld from me; and this year I do not expect to owe any DC income tax and expect a full refund of all DC income tax withheld from me; and I qualify for exempt status on federal Form W-4.</p> <p><b>If claiming exemption, are you a full-time student?</b>   <input type="radio"/> Yes   <input type="radio"/> No</p>										
<p><b>Signature</b>   Under penalties of law, I declare that I have examined this return and to the best of my knowledge it is correct.</p> <p>Employee's signature: _____   Date: _____</p>										

**Employer** Keep this certificate with your records. If 10 or more exemptions are claimed or if you suspect this certificate contains false information please send a copy to: Office of Tax and Revenue, 941 North Capitol St., NE, Washington, DC 20002-4259 Attn: Compliance Administration  
**Detach and give top portion to your employer. Keep bottom portion for your records.**

**D-4 Employee Withholding Allowance Worksheet**

<b>Section A Number of withholding allowances</b>			
<b>a</b> Enter 1 for yourself and			a
<b>b</b> Enter 1 if you are filing as a head of household and			b
<b>c</b> Enter 1 if you are 65 or over and			c
<b>d</b> Enter 1 if you are blind			d
<b>e</b> Enter number of dependents			e
<b>f</b> Enter 1 for your spouse if filing jointly			f
<b>g</b> Enter 1 if married filing jointly and your spouse is 65 or over and			g
<b>h</b> Enter 1 if married filing jointly and your spouse is blind			h
<b>i</b> <b>Number of allowances</b> <i>Add Lines a through h and enter on Line 2. If you would like to claim additional allowances, complete section B below.</i>			i
<b>Section B Additional withholding allowances</b>			
<b>j</b> Enter estimate of your itemized deductions			j
<b>k</b> Enter \$1,000 if married filing separately; all others enter \$2,000			k
<b>l</b> Subtract k from j			l
<b>m</b> Multiply \$1,370 by number of allowances on Line i			m
<b>n</b> Divide l by m. Round to the nearest whole number.			n
<b>o</b> Add Lines n and i and enter on Line 2 above.			o

 **Detach and give top portion to your employer. Keep bottom portion for your records.**

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**Who must file a Form D-4?**

Every new employee who resides in DC and who is required to have taxes withheld, must fill out Form D-4 and file it with his/her employer. If you are not liable for DC taxes because you are a nonresident you must file Form D-4A (Certificate of Nonresidence in the District of Columbia) with your employer.

**When should you file?**

File Form D-4 whenever you start new employment. Once filed with your employer, it will remain in effect until you file an amended certificate. You may file a new withholding allowance certificate any time if the number of withholding allowances you are entitled to increases. You must file a new certificate within 10 days if the number of withholding allowances you claimed decreases.

**How many withholding allowances should you claim?**

Use the worksheet on the front of this form to figure the number of withholding allowances you should claim. If you want less money withheld from your paycheck, you may claim additional allowances by completing Section B of the worksheet, Lines j through o. However, if you claim too many allowances, you may owe taxes at the end of the year.

**Should I deduct an additional amount from my paycheck?**

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 entering on Line 3, a dollar amount of your choosing.

**What to file**

After completing Form D-4, detach the top portion and file it with your employer. Keep the bottom portion for your records.