

## 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 W-4.
  - 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.
  - d. Claiming exempt from withholding means that no State income tax will be withheld from your wages. Write 'Exempt' in the box below *only* if you meet both of the requirements.

**Part 5:** Sign and date the form. Send completed forms to Payroll Division either by fax to 828-2435; email to: SOV.Payroll@vermont.gov; or mail to VTHR Operations, Payroll, 120 State Street, Montpelier VT 05620-2504

*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>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; border-bottom: 1px solid black;">First Name</td> <td style="width: 15%; border-bottom: 1px solid black;">Initial</td> <td style="width: 55%; border-bottom: 1px solid black;">Last Name</td> </tr> </table>	First Name	Initial	Last Name	<b>Part 2</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black;">Social Security Number</td> </tr> </table>	Social Security Number				
First Name	Initial	Last Name									
Social Security Number											
<b>Part 3</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;">Employee Number:</td> <td style="width: 40%; border-bottom: 1px solid black;">(or other employer information required by employer)</td> </tr> </table>			Employee Number:	(or other employer information required by employer)						
Employee Number:	(or other employer information required by employer)										
<b>Part 4</b>	<p><b>a.</b> Is your Vermont filing status:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;"><input type="checkbox"/> Single</td> <td style="width: 25%;"><input type="checkbox"/> Married</td> <td style="width: 25%;"><input type="checkbox"/> Married, but withhold at the higher Single rate</td> <td style="width: 25%;"></td> </tr> <tr> <td><input type="checkbox"/> Civil Union</td> <td><input type="checkbox"/> Civil Union</td> <td><input type="checkbox"/> Civil Union, but withhold at the higher Single Rate</td> <td></td> </tr> </table> <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 ..... <span style="border: 1px solid black; display: inline-block; width: 60px; height: 20px; vertical-align: middle;"></span> 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.</p> <p><b>c.</b> Additional amount, if any, of Vermont Tax to be withheld from each paycheck..... <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px; vertical-align: middle; text-align: center;">\$</span></p> <p><b>d.</b> I Claim exemption from withholding for 2018, and I certify that I meet both of the following conditions for exemption.  <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="text-align: center;">If you meet both conditions, than you may write 'EXEMPT' here..... <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px; vertical-align: middle;"></span></p> </p>			<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	<input type="checkbox"/> Civil Union, but withhold at the higher Single Rate	
<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	<input type="checkbox"/> Civil Union, but withhold at the higher Single Rate									
<b>Part 5</b>	<p>I certify that I am entitled to the number of withholding allowances claimed on this certificate.</p>  <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black; text-align: center;">Signature</td> <td style="width: 50%; border-bottom: 1px solid black; text-align: center;">Date</td> </tr> </table>			Signature	Date						
Signature	Date										