

IRS Form W-4 Instructions

The **W-4 form** is a form used by the Internal Revenue Service. This form is required to ensure that Public Partnerships LLC (PPL) is withholding the correct amount of federal taxes from your paycheck.

When do I send this form?

You must fill out this form at the start of employment. If you are filing as exempt, you must complete and submit a new form each year starting on January 1st (depending upon availability of the current year's form) but no later than February 15th to maintain your exempt status. If your new form is not received by that time, PPL will default your status to Single with 0 allowances (highest taxable amount) until a new W-4 form has been received.

Where can I find this form?

For more information, you can go online to www.irs.gov/pub/irs-pdf/fw4.pdf.

Will PPL help me figure out how to file?

Since PPL is not a tax advisor, for advice on how to file, or for help regarding your specific tax situation, contact your local tax advisor or the IRS. Customer service **can** assist with questions regarding the below instructions.

NOTE: If you are having trouble figuring out what your withholding should be, the IRS does provide a W-4 calculator on their website:

<https://www.irs.gov/Individuals/IRS-Withholding-Calculator>

What parts of the form are required?

In addition to your signature, several fields are required to complete your W-4. Your name, social security number, home address (**no post office boxes**), filing status, and number of allowances are all needed for an accurate form. You will see this on page 1 of your W-4 form toward the bottom of the page.

Form W-4 Department of the Treasury Internal Revenue Service		Employee's Withholding Allowance Certificate		OMB No. 1545-0074 2018
1 Your first name and middle initial		Last name		2 Your social security number
Home address (number and street or rural route)		3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. <small>Note: If married filing separately, check "Married, but withhold at higher Single rate."</small>		
City or town, state, and ZIP code		4 If your last name differs from that shown on your social security card, check here. You must call 800-772-1213 for a replacement card. <input type="checkbox"/>		
5 Total number of allowances you're claiming (from the applicable worksheet on the following pages)				5
6 Additional amount, if any, you want withheld from each paycheck				6 \$
7 I claim exemption from withholding for 2018, 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				
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 (This form is not valid unless you sign it.) ▶			Date ▶	
8 Employer's name and address (Employer: Complete boxes 8 and 10 if sending to IRS and complete boxes 8, 9, and 10 if sending to State Directory of New Hires.)		9 First date of employment	10 Employer identification number (EIN)	

For Privacy Act and Paperwork Reduction Act Notice, see page 4. Cat. No. 10220Q Form **W-4** (2018)

NOTE: If you are filing as exempt, you should write exempt in line 7 and leave lines 5 and 6 blank. Alternatively, if you are claiming allowances, you should write the number of allowances in line 5 and leave line 7 blank. If you want to claim an additional dollar amount in addition to the amount that was claimed in box 5, please write the dollar amount in box 6.

Who signs the W-4 form?

The Employee will sign and date the bottom of the first page of the W-4 form. The Employer's name and address is needed on line 8, underneath the Employee's signature. The Employer's EIN is optional and can be left blank if unknown.

NOTE: The Employer is the individual who signs and approves timesheets. PPL is NOT your employer.

Are there parts that are not required?

The **Personal Allowances, Deductions, Adjustments, and Additional Income**, and **Two-Earners/Multiple Jobs** worksheets your W-4 form is included to aid you in filling out your W-4 properly for your situation. As this is included to help you, **please keep this page for your records and do not send this back to PPL**. To process your W-4 form, PPL will only need the first page of the form on which the section entitled "Employee's Withholding Allowance Certificate" is located.