

D-4 Employee Withholding Allowance Certificate  
 Enter Year \_\_\_\_\_

Social security number

Your first name  M.I.  Last name

Home address (number and street)

City  State  Zip code +4

1 **Tax filing status** Fill in only one:  Single  Married/domestic partners filing jointly  Married filing separately  
 Head of household  Married/domestic partners filing separately on same return

2 **Total number of withholding allowances from worksheet below**

3 **Additional amount, if any, you want withheld from each paycheck** \$

4 **Before claiming exemption from withholding, read below and, if qualified, write "EXEMPT" in this box.**

5 **My domicile is a state other than the District of Columbia**  Yes  No If yes, give name of state of domicile \_\_\_\_\_

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.

**If claiming exemption from withholding, are you a full-time student?**  Yes  No

**Signature** Under penalties of law, I declare that the information provided on this certificate is, to the best of my knowledge, correct.

Employee's signature  Date

*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, 1101 4th St., SW, Washington, DC 20024 Attn: Compliance Administration

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

D-4 Employee Withholding Allowance Worksheet

**Section A Number of withholding allowances**

|   |   |                      |
|---|---|----------------------|
| a Enter 1 for yourself and  | a | <input type="text"/> |
| b Enter 1 if you are filing as a head of household and  | b | <input type="text"/> |
| c Enter 1 if you are 65 or over and   | c | <input type="text"/> |
| d Enter 1 if you are blind  | d | <input type="text"/> |
| e Enter number of dependents  | e | <input type="text"/> |
| f Enter 1 for your spouse/registered domestic partner if filing jointly   | f | <input type="text"/> |
| g Enter 1 if married/registered domestic partners filing jointly and your spouse/registered domestic partner is 65 or over and                            | g | <input type="text"/> |
| h Enter 1 if married/registered domestic partners filing jointly and your spouse/registered domestic partner is blind                                     | h | <input type="text"/> |
| i Number of allowances Add Lines a through h and enter on Line 2 above. If you want to claim additional withholding allowances, complete section B below. | i | <input type="text"/> |

**Section B Additional withholding allowances**

|   |   |                      |
|---|---|----------------------|
| j Enter estimate of your itemized deductions  | j | <input type="text"/> |
| k Enter \$2,000 if married/registered domestic partners filing separately; all others enter \$4,000 | k | <input type="text"/> |
| l Subtract Line k from Line j   | l | <input type="text"/> |
| m Multiply \$1,675 by the number of allowances on Line i  | m | <input type="text"/> |
| n Divide Line l by Line m. Round to the nearest whole number.                                       | n | <input type="text"/> |
| o Add Lines n and i and enter on Line 2 above.  | o | <input type="text"/> |

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

Every new employee who resides in DC and is required to have DC income taxes withheld, must fill out Form D-4 and file it with his/her employer.

If you are not liable for DC income taxes because you are a nonresident or military spouse, 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 a new certificate. You may file a new withholding allowance certificate any time 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 additional taxes at the end of the year.

**Should I have an additional amount deducted 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.