Instructions for completing Form W-4VT

Who must complete Form W-4VT: The form must be completed by any employee who requires Vermont withholding computed using a fling status or a number of withholding allowances other than that shown on the Federal W-4, or who requires an amount of extra withholding each pay period other than 24% of the amount shown on the Federal W-4. Employees who are typically in this category include:

Employees who will receive federal credits such as the Child Tax credit, Hope credit or other federal credits which don't affect Vermont taxes and who have adjusted federal withholding in anticipation of the credit. • Employees in civil unions.

Who does not need to complete Form W-4VT: Most employees will not need to complete Form W-4VT. The correct tax will usually be computed from the Vermont tables when the federal filing status and withholding allowances are used along with 24% of any extra federal withholding. Some employers, however, may require that all employees complete both the state and federal form:"

Completing Form W-4VT: W-4VT is calculated in the same manner as the Federal W 4. Complete the federal form first following the instructions on that form or IRS Publication 919, How Do I Adjust My Tax Withholding?. Then complete W-4VT as. follows:

Parts 1 **and 2:** Print or type your Namé and Social Security Number. '

Part 3: Check this box if standard withholding is correct. If standard withholding is- not correct for you (see **Who must complete** W-4VT, abové), do not check this box, but complete Part 4.

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 withholding allowances for Vermont withholding. If you claimed additional allowances for Federal tax because of an 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 that amount.

Part 5: Sign and date the form and return it to your employer.

-This form may be photocopied as needed

W - 4 V T State of Vermont Department of Taxés

Vermont Employee's Withholding Allowance Certificate

Part 1	**First Name** **Initial** **Last Name**	Part 2 **Social Security**	
Part 3	❑ Use Federal W-4. If you check this box, do not complete Part 4. Vermont withholding will be computed from the filing status and withholding allowances **shown** on **your Federal** W-4, plus withholding each pay period.		
Part 4	**a.** Is your Vermont filing status: Single Married ❑ Married, but withhold it the higher Single rate		
	Civil Union ' ■ Civil Union, but withhold at the higher Single rate		
	b. Total number: of Vermont Withholding allowances , , , , ... :	**b.**	
	e. Additional amount, if any, of Vermont tax to be withheld from•eâch paycheck	c, $	
Part 5	I certify that I am entitled to the number of withholding allowances claimed on this certificate.		
	Signature	**Date**	

Rev. 06/01