

San Diego Unified School District
4100 Normal Street
San Diego, CA 92103

Federal Employer ID Number: 95-6002781
State Employer ID Number: 800-9336-2

EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE: FORM W-4 AND DE 4

SOCIAL SECURITY NUMBER

EMPLOYEE ID (IF YOU ARE A CURRENT EMPLOYEE)

NAME (LAST, FIRST, MIDDLE INITIAL)	IF YOU ARE A CURRENT EMPLOYEE, PLEASE PROVIDE THE FOLLOWING: LOCATION NUMBER <input type="text"/> LOCATION NAME _____
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ADDRESS

CITY, STATE, ZIP

NEW EMPLOYEE CHANGE CERTIFICATED CLASSIFIED FOOD SERVICES

FEDERAL WITHHOLDINGS I CLAIM EXEMPTION FROM FEDERAL WITHHOLDING

SINGLE MARRIED MARRIED, BUT WITHHOLD AT HIGHER SINGLE RATE

NOTE: IF MARRIED, BUT LEGALLY SEPARATED, OR SPOUSE IS A NONRESIDENT ALIEN, CHECK THE "SINGLE" BOX.

TOTAL NUMBER OF FEDERAL ALLOWANCES: _____

ADDITIONAL AMOUNT TO WITHHOLD FROM PAYCHECK: \$ _____

STATE WITHHOLDINGS I CLAIM EXEMPTION FROM STATE WITHHOLDING

SINGLE OR MARRIED (TWO OR MORE INCOMES) MARRIED (ONE INCOME) HEAD OF HOUSEHOLD

1. NUMBER OF REGULAR STATE ALLOWANCES: _____

2. NUMBER OF ADDITIONAL STATE ALLOWANCES: _____

3. TOTAL NUMBER OF STATE ALLOWANCES (LINE 1+LINE 2): _____

ADDITIONAL AMOUNT TO WITHHOLD FROM PAYCHECK - STATE: \$ _____

UNDER PENALTIES OF PERJURY, I CERTIFY THAT I AM ENTITLED TO THE NUMBER OF WITHHOLDING ALLOWANCES CLAIMED ON THIS CERTIFICATE, OR I AM ENTITLED TO CLAIM EXEMPT STATUS.

SIGNATURE: _____

DATE: _____

File this form with the Human Resource Services Division. If you expect to owe more tax than will be withheld, you may claim fewer or zero allowances. If you had no tax liability last year and anticipate none this year, you may be exempt from income tax withholding by checking the appropriate box on this card, to be filed each year.

Instructions for Form W-4 are available from the Internal Revenue Service (IRS). You can view their web site at www.irs.gov.

Instructions for Form DE 4 are available from the Employment Development Department, State of California. You can view their web site at www.edd.ca.gov.

Please refer any questions concerning withholding tax to the IRS (federal) and the Franchise Tax Board (state).