



EMPLOYEES WITHHOLDING CERTIFICATE FOR CITY OF SPRINGFIELD INCOME TAX

SF W-4

1. Print Full Name		Social Security Number		Springfield Resident? Yes <input type="checkbox"/> No <input type="checkbox"/>	
2. Address, Number and Street		City, Township or Village where you reside		State	Zip Code
YOUR WITHHOLDING EXEMPTION	Check Boxes that apply	3. Exemptions for yourself: <input type="checkbox"/> Regular Exemption <input type="checkbox"/> Age 65 & Older or Disabled <input type="checkbox"/> Blind <input type="checkbox"/> Deaf			Enter number of exemptions checked →
		4. Exemptions for your spouse: <input type="checkbox"/> Regular Exemption <input type="checkbox"/> Age 65 & Older or Disabled <input type="checkbox"/> Blind <input type="checkbox"/> Deaf			Enter number of exemptions checked →
<p>EMPLOYEE: File this form with your employer. Otherwise your employer must withhold Springfield income tax from your earnings without exemption.</p> <p>EMPLOYER: Keep this certificate with your records. If the information submitted by the employee is not believed to be true, correct and complete; the SPRINGFIELD INCOME TAX DIVISION must be so advised.</p>		5. (a) Exemptions for your children	Number	5. (b) Exemptions for your other dependents	Number
		6. Add the number of exemptions which you have claimed on lines 3, 4, 5, 6 a & b above and write the total →			
I certify that the information submitted on this certificate is true, correct and complete to the best of my knowledge and belief.					
7. Date		Signature			

SEE INSTRUCTIONS ON REVERSE SIDE



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DEPENDENTS – To qualify as your dependent (line 6 on the other side), a person must qualify as your dependent as provided in the Federal Internal Revenue Code.

CHANGES IN EXEMPTIONS – You should file a new certificate any time the number of your exemptions increases. You must file a new certificate within 10 days if the number of exemptions previously claimed by you DECREASES.

OTHER DECREASES in exemption, such as the death of a wife or dependent, do not affect your withholding until the next year, but require the filing of a new certificate by December 1 of the year in which they occur.

CHANGES OF RESIDENCE – You must file a new certificate within 10 days after you change your residence from or to a taxing city.

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