



Payroll & Benefit Services

University of Colorado

303-735-6500 Toll Free 877-627-1877

Fax 303-735-6599

W-4 Instructions

Non-Resident Aliens: Due to specific tax code regulations, non-resident alien employees must make an appointment with the International Tax Specialist at Payroll & Benefit Services. The W-4, if applicable, will be completed at that time.

US Citizens and Resident Aliens, always complete a current tax year W-4 form and provide applicable W-4 information in the appropriate boxes:

1. Write in your full name as it appears on your social security card. (This applies even if it is different than the name you currently use. We must report your name as shown on your social security card.) Fill in your complete home address (including apartment # if applicable), city, state, and zip code.
2. Write in your social security number as it appears on your card.
3. Check only one box. Do not leave this blank.
4. Check this box if your current name is different from your name as it appears on your social security card and go to a social security office to get another card with the correct spelling of your name. You must submit a "Receipt for Application for a Social Security Card" along with this W-4, and provide Human Resources a copy of the new card once you receive it (2-3 weeks). Your name will only be changed after we receive a copy of the new card.
5. Write in the total number of allowances you are claiming. If you are claiming EXEMPT on line 7, do not write anything on this line.*
6. Leave this blank. To request additional federal (or state) tax withholding, use the separate Payroll & Benefit Services form "Request/Cancel Additional Federal/State Taxes Withheld."
7. If you meet the conditions for exemption, write EXEMPT on line 7.*

On this form where it states Employee's signature – sign your name. Where it states Date – write in the date that you signed this form.

8. Do not fill in.
9. Do not fill in.
10. Do not fill in.

***Note-** US Citizens and Resident Aliens cannot fill in both lines 5 and 7 – it must be one or the other. For example: 1) If allowances are written on line 5, you are not exempt and line 7 would be left blank. 2) If you claim EXEMPT, line 5 must be left blank and EXEMPT should be written on line 7. Filling in both lines 5 and line 7 invalidates the W-4 form, and you will be defaulted to single and zero.

***Send original W4 form (filled out in ink only) to
University of Colorado, Payroll & Benefit Services,
3100 Marine St., 6th Floor - Campus Box 575 SYS,
Boulder, CO 80309-0575***