

# Employee's Withholding Certificate

**Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.**  
**Give Form W-4 to your employer.**  
**Your withholding is subject to review by the IRS.**

**2022**

<b>Step 1:</b> <b>Enter Personal Information</b>	(a) First name and middle initial	Last name	(b) Social security number
	Address		<sup>a1</sup> <b>Does your name match the name on your social security card?</b> If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to <a href="http://www.ssa.gov">www.ssa.gov</a> .
	City or town, state, and ZIP code		
	(c) <b>Single or Married filing separately</b> <b>Married filing jointly</b> (or Qualifying widow(er)) <b>Head of household</b> (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

**Step 2:**

**Standard withholding amounts:**

Normal withholding tables may not adequately compute taxes based on the supplemental nature of the payments from the Vacation and Holiday Plan. As such, we are providing Federal withholding at the following optional percentage rates. Please circle your requested withholding rate below.

SINGLE	10%	12%	22%	24%
MARRIED	10%	12%	22%	24%
CHILD CREDIT REDUCTION (Reduces your rate selected above – circle if applicable) -2%				

<b>Step 3:</b> <b>Sign Here</b>	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.	
	_____ <b>Employee's signature</b> (This form is not valid unless you sign it.)	_____ <b>Date</b>