

## Employee's Withholding Certificate

This certificate is for income tax withholding and child support enforcement purposes only. Type or print.

[illegible]

|                  |  |                                     |
|------------------|--|-------------------------------------|
| <b>Signature</b> | Under penalties of perjury, I certify that the information provided on this form is true and accurate. |                                     |
|                  | Employee's Signature (Form is not valid unless you sign it)  | Date (MM/DD/YYYY)<br>____/____/____ |

|          |   |  |                    |  |  |                                  |  |  |          |  |  |  |
|----------|---|--|--------------------|--|--|----------------------------------|--|--|----------|--|--|--|
| Employer | Employer's Name   |  | Employer's Address |  |  |                                  |  |  |          |  |  |  |
|          | City  |  | State              |  |  |                                  |  |  | ZIP Code |  |  |  |
|          | Date Services for Pay First Performed by Employee (MM/DD/YYYY)<br>____ / ____ / _____ |  |                    |  |  | Federal Employer I.D. Number<br> |  |  |          | Missouri Tax Identification Number<br> |  |  |

Notice To Employer:

Within 20 days of hiring a new employee, send a copy of Form MO W-4 to the Missouri Department of Revenue, P.O. Box 3340, Jefferson City, MO 65105-3340 or fax to (573) 526-8079.

Please visit <http://dss.mo.gov/child-support/employers/new-hire-reporting.htm> for additional information regarding new hire reporting.

Notice to Employee:

Return completed form to your Employer. Consider completing a new Form MO W-4 each year and when your personal or financial situation changes.

Visit our online withholding calculator <https://mytax.mo.gov/rptp/portal/home/withholding-calculator>.

### Items to Remember:

- Employees must complete a new form if their filing status changes or to adjust the amount of withholding.
- If you are claiming an “Exempt” status due to the Military Spouses Residency Relief Act you must provide one of the following to your employer: Leave and Earnings Statement of the non-resident military servicemember, Form W-2 issued to the nonresident military servicemember, a military identification card, or specific military orders received by the servicemember. You must also provide verification of residency such as a copy of your state income tax return filed in your state of residence, a property tax receipt from the state of residence, a current drivers license, vehicle registration or voter ID card. For additional assistance in regard to Military, visit the department’s website <https://dor.mo.gov/military/>.
- Additional information can be found at <https://dor.mo.gov/business/withhold/>.