

# Form W-4 (2016)

**Purpose.** Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

**Exemption from withholding.** If you are exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2016 expires February 15, 2017. See Pub. 505, Tax Withholding and Estimated Tax.

**Note:** If another person can claim you as a dependent on his or her tax return, you cannot claim exemption from withholding if your income exceeds \$1,050 and includes more than \$350 of unearned income (for example, interest and dividends).

**Exceptions.** An employee may be able to claim exemption from withholding even if the employee is a dependent, if the employee:

- Is age 65 or older,
- Is blind, or
- Will claim adjustments to income; tax credits; or itemized deductions, on his or her tax return.

The exceptions do not apply to supplemental wages greater than \$1,000,000.

**Basic instructions.** If you are not exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

**Head of household.** Generally, you can claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

**Tax credits.** You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 505 for information on converting your other credits into withholding allowances.

**Nonwage income.** If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or W-4P.

**Two earners or multiple jobs.** If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 505 for details.

**Nonresident alien.** If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

**Check your withholding.** After your Form W-4 takes effect, use Pub. 505 to see how the amount you are having withheld compares to your projected total tax for 2016. See Pub. 505, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

**Future developments.** Information about any future developments affecting Form W-4 (such as legislation enacted after we release it) will be posted at [www.irs.gov/w4](http://www.irs.gov/w4).

## Personal Allowances Worksheet (Keep for your records.)

<b>A</b> Enter "1" for <b>yourself</b> if no one else can claim you as a dependent	<b>A</b> <input type="text" value="0"/>
<b>B</b> Enter "1" if:	<b>B</b> <input type="text" value="1"/>
<b>C</b> Enter "1" for <b>your spouse</b> . But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.) <b>C</b> <input type="text" value="0"/>	
<b>D</b> Enter number of <b>dependents</b> (other than your spouse or yourself) you will claim on your tax return <b>D</b> <input type="text" value="0"/>	
<b>E</b> Enter "1" if you will file as <b>head of household</b> on your tax return (see conditions under <b>Head of household</b> above) <b>E</b> <input type="text" value="0"/>	
<b>F</b> Enter "1" if you have at least \$2,000 of <b>child or dependent care expenses</b> for which you plan to claim a credit (Note: Do not include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.) <b>F</b> <input type="text" value="0"/>	
<b>G</b> <b>Child Tax Credit</b> (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information.	
<ul style="list-style-type: none"> <li>• If your total income will be less than \$70,000 (\$100,000 if married), enter "2" for each eligible child; then <b>less</b> "1" if you have two to four eligible children or <b>less</b> "2" if you have five or more eligible children.</li> <li>• If your total income will be between \$70,000 and \$84,000 (\$100,000 and \$119,000 if married), enter "1" for each eligible child</li> </ul> <b>G</b> <input type="text" value="0"/>	
<b>H</b> Add lines A through G and enter total here. (Note: This may be different from the number of exemptions you claim on your tax return.) ► <b>H</b> <input type="text" value="1"/>	
For accuracy, complete all worksheets that apply.	
<ul style="list-style-type: none"> <li>• If you plan to <b>itemize or claim adjustments to income</b> and want to reduce your withholding, see the <b>Deductions and Adjustments Worksheet</b> on page 2.</li> <li>• If you are <b>single and have more than one job</b> or are <b>married and you and your spouse both work</b> and the combined earnings from all jobs exceed \$50,000 (\$20,000 if married), see the <b>Two-Earners/Multiple Jobs Worksheet</b> on page 2 to avoid having too little tax withheld.</li> <li>• If <b>neither of the above situations applies</b>, <b>stop here</b> and enter the number from line H on line 5 of Form W-4 below.</li> </ul>	

Separate here and give Form W-4 to your employer. Keep the top part for your records.

<b>Form</b> <b>W-4</b> Department of the Treasury Internal Revenue Service	<b>Employee's Withholding Allowance Certificate</b> <b>► Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.</b>	OMB No. 1545-0074 <b>2016</b>
<b>1</b> Your first name and middle initial <b>2</b> Your social security number		
Carl J.	Last name <b>Anderson</b>	<b>615-78-3207</b>
Home address (number and street or rural route) <b>3</b> <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note: If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.		
4274 Meade Avenue		
City or town, state, and ZIP code <b>4</b> If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ► <input type="checkbox"/>		
San Diego, CA 92116		
<b>5</b> Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2) <b>5</b> <input type="text" value="1"/>		
<b>6</b> Additional amount, if any, you want withheld from each paycheck <b>6</b> <input type="text" value="\$0"/>		
<b>7</b> I claim exemption from withholding for 2016, and I certify that I meet <b>both</b> of the following conditions for exemption.		
<ul style="list-style-type: none"> <li>• Last year I had a right to a refund of <b>all</b> federal income tax withheld because I had <b>no tax liability</b>, and</li> <li>• This year I expect a refund of <b>all</b> federal income tax withheld because I expect to have <b>no tax liability</b>.</li> </ul>		
If you meet both conditions, write "Exempt" here. ► <b>7</b> <input type="text" value="Exempt"/>		

Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.

**Employee's signature**  
 (This form is not valid unless you sign it.) ► *Carl Anderson*

Date ► **5/31/16**

<b>8</b> Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)	<b>9</b> Office code (optional)	<b>10</b> Employer identification number (EIN)
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# **Carli Anderson**

4274 Meade Ave, San Diego, CA 92116

619-471-5401

*carlianderson3@gmail.com*

## Summary

- Creative and innovative young adult, experienced in working in a variety of customer service environments.
- Flexible, confident team player willing to learn on the job.

## Skills and Qualifications

- Talented artist and athlete
- Works well with peers, elementary aged students and the community
- Experience with community service
- 2+ Years of customer service experience

## Education

High Tech High Media Arts

- Video photography, Multimedia and various Art classes.  
Mesa College and Houghton College (current)
- Art: Sculpting, Ceramics, Oil Painting, Frame building, Lithography, Screen printing, Photography (development).

## Internship

Teaching assistant at Franklin Elementary School, San Diego, Ca.

January 2011

- Worked with students with disabilities
- Assisted teacher with daily tasks such as preparing lessons, working with small groups of students and other tasks as assigned.

## Volunteer Experience

*College Avenue Baptist Church of San Diego*

2004-Present

- Classroom Assistant for Kindergarten students.
- Makes meals for the homeless
- House maintenance and repair for Home Makeover CABC

*Comic Con Volunteer*

2010 and 2011

- Line Attendee, Customer Service, Custodian.

## Extracurricular activities

Theater Club

2013

Honors Varsity Swim Team

2012

Volleyball

2011

## Employment

### **College Avenue Baptist Church**

Child Care Attendant

2010-2012

### **Big Al's/ Sandellas-**

Cashier, Fry Cook

2013- Present

### **Just Pizza-**

Phone Order Operator, Prep Cook

May 2014-August 2014

### **Acrobat Outsourcing**

Temp Worker

May 2015-present