

**EMPLOYEE'S WITHHOLDING CERTIFICATE FOR CITY OF ALBION INCOME TAX****AL-W4**

1. Print Full Name		Social Security No.	Office, Plant, Dept.	Employee Identification No.	
2. Address (Number and Street)		City, Township or Village		State	ZIP Code
3. Predominant Place of Employment. Print name of each city where you work for this employer and circle the closest percent (%) of total earnings in each.		City	Under 25%	40%	60%
			80%	100%	
		City	Under 25%	40%	60%
			80%	100%	
YOUR WITHHOLDING EXEMPTIONS: (See instructions on reverse side.)	Check blocks which apply }	4. Exemptions for yourself	<input type="checkbox"/> Regular \$600 exemption	<input type="checkbox"/> Additional \$600 exemption if 65 or over at end of year	Enter number of boxes checked
		5. Exemptions for your wife (husband)	<input type="checkbox"/> Regular \$600 exemption	<input type="checkbox"/> Additional \$600 exemption if 65 or over at end of year	Enter number of boxes checked
<b>EMPLOYEE:</b> File this form with your employer. Otherwise City of Albion income tax must be withheld from your earnings without exemption.  <b>EMPLOYER:</b> Keep this certificate with your records.		6. (a) No. of exemptions for your children	6. (b) No. of exemptions for your other dependents		Enter total of line 6 (a plus b)
		7. Add the number of exemptions which you have claimed on lines 4, 5 and 6 above and write the total			
<i>I certify that the information submitted on this certificate is true and complete to the best of my knowledge.</i>					
8. Date			Signature		

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**LINE 3 INSTRUCTIONS** - If you work for this employer in more than two cities or communities, print names of the two Michigan cities or communities where you perform the greatest percent of your work. Circle the closest percent of total earnings for work done or services rendered in each city or community listed. The estimated percent of total earnings from this employer for work done or services performed within taxing cities (line 3) is for withholding purposes only. In determining final tax liability this estimate is subject to audit.

**DEPENDENTS** - To qualify as your dependent (line 6), a person (a) must receive more than one-half of his/her support from you for the year, (b) must have less than \$600 gross income during the year (except your child who is a student or who is under 19 years of age), (c) must not be claimed as an exemption by such person's husband or wife, (d) must be a citizen or resident of the United States or a resident of Canada, Mexico, the Republic of Panama or the Canal Zone (this does not apply to an alien child legally adopted and living with a United States citizen abroad), and (e) must (1) have your home as his/her principal residence and be a member of your household for the entire year, or (2) be related to you as follows:

Your son or daughter (including legally adopted children), grandchild, stepchildren, son-in-law, or daughter-in-law;

Your father, mother, grandparent, stepparent, father-in-law, or mother-in-law;

Your brother, sister, stepbrother, stepsister, half brother, half sister, brother-in-law, or sister-in-law;

Your uncle, aunt, or nephew, or niece (but only if related by blood).

**CHANGES IN EXEMPTIONS** - You should file a new certificate at any time if the number of exemptions INCREASES.

You must file a new certificate within 10 days if the number of exemptions previously claimed by you DECREASES for any of the following reasons:

- Your spouse for whom you have been claiming exemption is divorced or legally separated, or claims her/his own exemption on a separate certificate.
- The support of a dependent for whom you claimed exemption is taken over by someone else, so that you no longer expect to furnish more than half the support for the year.
- You find that a dependent for whom you claimed exemption will receive \$600 or more of income during the year (except your child who is a student or who is under 19 years of age).

**OTHER DECREASES** in exemption, such as the death of a spouse or a 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.

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

**CHANGES IN EMPLOYMENT** - You must file a new certificate by December 1 of each year if your estimate of the percent of work done or services rendered in cities levying an income tax (line 3) will change for the next year.

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