

## W-4 Tax Forms

### Helpful Hints for filling out W-4 Forms

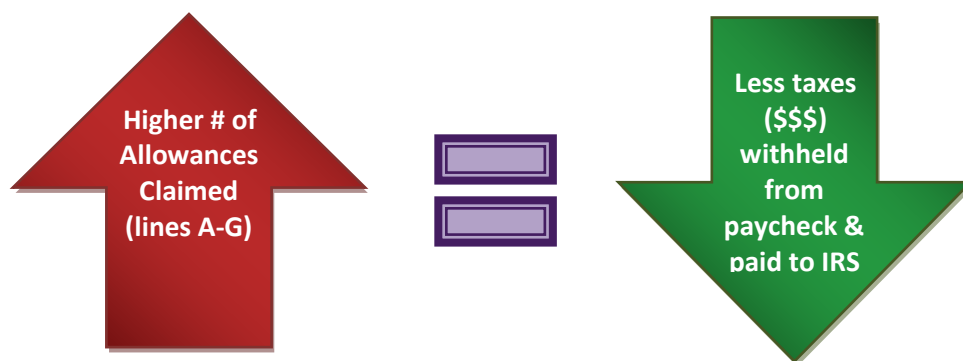
ORU Career Services does not provide professional tax advice services. Specific questions should be directed to your professional tax consultant, family guardians and/or the IRS ([www.irs.gov](http://www.irs.gov)). The following are general guidelines to assist students by providing a few basic principles they may choose to consider while completing the W-4 Tax Form.

### #1 READ ALL THE INSTRUCTIONS

The top part of the form is full of instructions, please read them.

### #2 PERSONAL ALLOWANCES

On this worksheet the main thing to remember is that the more allowances you claim the less money will be withheld from your paycheck for taxes. Allowances are claimed when you have an IRS approved reason for not paying taxes on some portion of your income such as having a child. (International students have specialized instructions available in Career Services).



#### Additional Tips about Tax Allowances:

- Claiming the wrong number of allowances could mean that at the end of the year that you will owe additional taxes if you claimed too many allowances.
- Most students will not make enough income within a year for this to actually be a problem, but if you work off campus job(s) in addition to work study you may earn enough income where it could make a difference in what you will owe in taxes (Google "progressive tax system" for more info on how that works).
- There are many schools of thought professionally about owing additional taxes at the end of the year, some professions think it's a good situation and others do not. Career Services does not involve itself in that debate, but if owing money at the end of the year to the IRS is not a good situation for you at this time in your life consider claiming fewer allowances.

### #3 SHOULD YOU CLAIM YOURSELF AS AN INDEPENDENT (ALLOWANCE "A")?

The answer depends on whether or not your parents are going to claim you as a dependent, if they do you cannot claim yourself. Generally if you provide 50% or more of your own support you should claim yourself as a dependent, but coordinate with your parents/guardians to make sure you are not claimed twice.

### #4 COMPLETE THE BOTTOM PORTION, DON'T FORGET YOUR SIGNATURE & THE DATE

Read each box carefully and place the correct info in the appropriate box. Consider making a copy of your document for your records.