



Mobile County PUBLIC SCHOOLS

1 Magnum Pass | Mobile, Alabama 36618 | 251-221-4000 | www.mcps.com

INSTRUCTIONS ON COMPLETING FORMS W4 AND A4

W-4 Form (Federal Withholding)

You **MUST** complete lines 1, 2, and 3.

If you are **NOT** filing exempt status, you **MUST** complete line 5.

If you want an additional dollar amount deducted per paycheck, complete line 6.

If you are filing **EXEMPT** status (which means that there will be nothing withheld from your paycheck, you must write the word **EXEMPT** on line 7. You cannot have something on line 5 and **EXEMPT** on line 7. If you are filing exempt status line 5 should be left blank. If you are filing exempt, you must complete a new W4 form each calendar year.

You **MUST** sign and date the form.

A-4 Form (State Withholding)

You **MUST** complete the name, address and social security lines.

Complete line 1, 2 or 3. Complete **ONLY ONE** of these lines. Leave the other 2 lines blank. The maximum number of exemptions you can claim is 2.

Complete line 1 if you do not want to claim any exemptions. Enter a 0 on this line. The only valid entry for line 1 is a 0. If you enter a 0 on line 1, you cannot enter any dependents on line 4.

Complete line 2 if you are single or married filing separately. Enter an S or MS on this line. This will give you 1 exemption.

Complete line 3 if you are married or single claiming head of family. Enter an M or H on this line.

This will give you 2 exemptions. If you enter an H on line 3, you must have eligible dependents to enter on line 4. You must enter at least one dependent on line 4.

If you have any dependents other than your spouse, these will be listed on line 4. Remember if you entered a 0 on line 1 you **CANNOT** enter a number on this line. If you enter an H on line 3 you **MUST** enter at least a 1 on this line.

If you want an additional dollar amount deducted per paycheck, complete line 5.

DO NOT COMPLETE LINE 6. LINE 6 SHOULD REMAIN BLANK.

You **MUST** sign and date the form.