

W-4 Form - Employee's Tax Withholding Allowance Certificate

(STUDENT FORMS MUST BE FILLED OUT AT FAO SERVICE CENTER, 3RD Floor, Woody "B")

The W-4 Form must be on file in the Carbondale Payroll Office for the following reasons: The certificate provides the employer with the filing status and withholding allowances for the proper amount of state and federal income tax to withhold from your wages. If a W-4 form is not supplied to the Payroll Office, by law, SIUC will withhold as if the employee is "Single" and with "0" withholding allowances. The SIUC W-4 form used by the Payroll Office has the federal allowance information on the top section and the state of Illinois allowance information on the bottom section. Both the federal and state portions must be filled out and signed.

Explanation of required W-4 Tax Information:

Please note: Even though you may visit the optional sites below for determining the filing status type and amount of allowances you desire to claim, **only the SIUC W-4 Form itself will be accepted.** Please click below to complete and print a copy of the SIUC form:

[SIUC Employee's Federal and State Withholding Allowance Certificate](#)

After completion return to: SIUC Payroll Office, 108 Miles Hall, Carbondale IL 62901-6820

(Optional) Federal/State Instructions:

For access to detailed Illinois W-4 instructions and worksheet you may click here:
<http://www.revenue.state.il.us/TaxForms/Withholding/il-w4.pdf>

For access to detailed Federal W-4 instructions and worksheet you may click here:
<http://www.irs.gov/pub/irs-pdf/fw4.pdf>

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Note: The W-4 form has been used in the past to update addresses in the database at SIUC for all employees except student employees. There is now a **Change of Address Form** which should be used to make address changes for Faculty, Staff, Graduate Assistants, and Retirees from this time forward. It is extremely important that the mailing address is current before W-2 tax information is mailed at the end of January. The new address should be reported to Payroll by the first week in January. Student employees must change their address at Admissions and Records. You may access the new address form by clicking here: [Facutly/Staff/Graduate Assistant/Retiree Change of Address Form](#)