

## How to Complete W-4

- Enter "1" for yourself if no one else can claim you as a dependent . . . . . *(More than likely your parents claim you as their exemption, please check before entering a "1")*
- I claim exemption from withholding for 2018, and I certify that I meet both of the following conditions for exemption. • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" *(if you had to file your own tax return, separate from your parents tax return you may not qualify for Exempt status, please check before claiming Exempt)*
- If you are eligible to claim Exempt you will still have Medicare and Social Security deducted, just no Federal taxes.