

## INSTRUCTIONS FOR MISSOURI W-4

Read the Notice "Important Changes Regarding 2019 Employer's Withholding Taxes", then click the link for the withholding calculator (this will help you determine the correct Filing Status for your tax circumstance) or "I have read this information" (clicking this will allow you to get to the form and you can electronically complete it, then print and sign and date).

Line 1 - Select a Status.

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1. Filing Status: Check the appropriate filing status below.

- ☐ Single or Married Spouse Works or Married Filing Separate      ☐ Married (Spouse does not work)  
☐ Head of Household

Underline, or circle, which one you're selecting "Single" or "Married Spouse Works" or "Married Filing Separately"

☒ Single or Married Spouse Works or Married Filing Separate

Line 2 - Put in a dollar amount. Zero or whatever dollar amount additional you want withheld for State taxes for EACH pay check. NO half dollars (i.e. \$2.50), **must be whole dollars** (i.e. \$2.00 or \$3.00).

Line 3 - Put a Zero. I have no way to reduce your withholding.

Line 4 - Enter a dash or write N/A. The majority of people are not exempt. Receiving "a" refund from the state does not automatically qualify you as exempt. You are exempt ONLY if you receive every penny back that was withheld (box 17 on your W-2).

Sign the form and date it (date = day you completed and signed, not your birthdate).

Do not leave anything blank. I hope this helps clarify the completion of this form.



MISSOURI DEPARTMENT OF

**REVENUE****Employee's Withholding Certificate**

This certificate is for income tax withholding and child support enforcement purposes only. Type or print.

<b>Employee</b>	Full Name		Social Security Number	
	Home Address (Number and Street or Rural Route)		City or Town	State ZIP Code
	<b>1. Filing Status:</b> Check the appropriate filing status below. <input type="checkbox"/> Single or Married Spouse Works or Married Filing Separate <input type="checkbox"/> Married (Spouse does not work) <input type="checkbox"/> Head of Household			
	<b>2. Additional withholding:</b> If you expect to have a balance due (as a result of interest income, dividends, income from a part-time job, etc.) on your tax return, you may request your employer to withhold an additional amount of tax from each pay period. To calculate the amount needed, divide the amount of the expected tax by the number of pay periods in a year. Enter the additional amount to be withheld each pay period on line 2..... 2			
<b>Signature</b>	<b>3. Reduced withholding:</b> If you expect to receive a refund (as a result of itemized deductions, modifications or tax credits) on your tax return, you may direct your employer to only withhold the amount indicated on line 3. Your employer will not use the standard calculations for withholding. If you designate an amount that is too low, it could result in you being under withheld. To calculate the amount needed, divide the amount of your expected tax by the number of pay periods in a year. Enter the amount to be withheld instead of the standard calculation. If no amount is indicated on line 3, the standard calculations will be used.. 3			
	<b>4. Exempt Status:</b> Select the appropriate reason you are claiming an exemption from withholding below and indicate EXEMPT on line 4. .... 4			
	<input type="checkbox"/> I am exempt because I had a right to a refund of all Missouri income tax withheld last year and expect to have no tax liability this year. A new MO W-4 must be completed annually if you wish to continue the exemption.			
	<input type="checkbox"/> I am exempt because I meet the conditions set forth under the Servicemember Civil Relief Act, as amended by the Military Spouses Residency Relief Act and have no Missouri tax liability.			
<b>Employer</b>	<input type="checkbox"/> I am exempt because my income is earned as a member of any active duty component of the Armed Forces of the United States and I am eligible for the military income deduction.			
	Under penalties of perjury, I certify that the information provided on this form is true and accurate.			
	Employee's Signature (Form is not valid unless you sign it)		Date (MM/DD/YYYY) ____/____/____	
	Employer's Name		Employer's Address	
<b>Employer</b>	City		State	ZIP Code
	Date Services for Pay First Performed by Employee (MM/DD/YYYY) ____/____/____		Federal Employer I.D. Number	Missouri Tax Identification Number

**Notice To Employer:**

Within 20 days of hiring a new employee, send a copy of Form MO W-4 to the Missouri Department of Revenue, P.O. Box 3340, Jefferson City, MO 65105-3340 or fax to (573) 526-8079.

Please visit <http://dss.mo.gov/child-support/employers/new-hire-reporting.htm> for additional information regarding new hire reporting.

**Notice to Employee:**

Return completed form to your Employer. Consider completing a new Form MO W-4 each year and when your personal or financial situation changes. Visit our online withholding calculator <https://mytax.mo.gov/rptportal/home/withholding-calculator>.

**Items to Remember:**

- Employees must complete a new form if their filing status changes or to adjust the amount of withholding.
- If you are claiming an "Exempt" status due to the Military Spouses Residency Relief Act you must provide one of the following to your employer: Leave and Earnings Statement of the non-resident military servicemember, Form W-2 issued to the nonresident military servicemember, a military identification card, or specific military orders received by the servicemember. You must also provide verification of residency such as a copy of your state income tax return filed in your state of residence, a property tax receipt from the state of residence, a current drivers license, vehicle registration or voter ID card. For additional assistance in regard to Military, visit the department's website <https://dor.mo.gov/military/>.
- Additional information can be found at <https://dor.mo.gov/business/withhold/>.

**Mail to:** Taxation Division  
P.O. Box 3340  
Jefferson City, MO 65105-3340

**Phone:** (573) 522-0967  
**Fax:** (573) 526-8079

Form MO W-4 (Revised 12-2020)

**Employee's Withholding Certificate****2021**

- ▶ **Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.**  
 ▶ **Give Form W-4 to your employer.**  
 ▶ **Your withholding is subject to review by the IRS.**

**Step 1:  
Enter  
Personal  
Information**

(a) First name and middle initial	Last name	(b) Social security number
Address		▶ <b>Does your name match the name on your social security card?</b> If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to <a href="http://www.ssa.gov">www.ssa.gov</a> .
City or town, state, and ZIP code		
(c) <input type="checkbox"/> <b>Single</b> or <b>Married filing separately</b> <input type="checkbox"/> <b>Married filing jointly</b> or <b>Qualifying widow(er)</b> <input type="checkbox"/> <b>Head of household</b> (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

**Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5.** See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App), and privacy.

**Step 2:  
Multiple Jobs  
or Spouse  
Works**

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

- (a) Use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) for most accurate withholding for this step (and Steps 3–4); **or**  
 (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; **or**  
 (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld . . . . . ▶ ☐

**TIP:** To be accurate, submit a 2021 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

**Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs.** Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

**Step 3:  
Claim  
Dependents**

If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$ \_\_\_\_\_

Multiply the number of other dependents by \$500 . . . . . ▶ \$ \_\_\_\_\_

Add the amounts above and enter the total here . . . . . **3** \$ \_\_\_\_\_

**Step 4  
(optional):  
Other  
Adjustments**

(a) **Other income (not from jobs).** If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income . . . . . **4(a)** \$ \_\_\_\_\_

(b) **Deductions.** If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here . . . . . **4(b)** \$ \_\_\_\_\_

(c) **Extra withholding.** Enter any additional tax you want withheld each **pay period** . **4(c)** \$ \_\_\_\_\_

**Step 5:  
Sign  
Here**

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

▶ **Employee's signature** (This form is not valid unless you sign it.) ▶ **Date**

**Employers  
Only**

Employer's name and address	First date of employment	Employer identification number (EIN)
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## General Instructions

### Future Developments

For the latest information about developments related to Form W-4, such as legislation enacted after it was published, go to [www.irs.gov/FormW4](http://www.irs.gov/FormW4).

### Purpose of Form

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. If too little is withheld, you will generally owe tax when you file your tax return and may owe a penalty. If too much is withheld, you will generally be due a refund. Complete a new Form W-4 when changes to your personal or financial situation would change the entries on the form. For more information on withholding and when you must furnish a new Form W-4, see Pub. 505, Tax Withholding and Estimated Tax.

**Exemption from withholding.** You may claim exemption from withholding for 2021 if you meet both of the following conditions: you had no federal income tax liability in 2020 **and** you expect to have no federal income tax liability in 2021. You had no federal income tax liability in 2020 if (1) your total tax on line 24 on your 2020 Form 1040 or 1040-SR is zero (or less than the sum of lines 27, 28, 29, and 30), or (2) you were not required to file a return because your income was below the filing threshold for your correct filing status. If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file your 2021 tax return. To claim exemption from withholding, certify that you meet both of the conditions above by writing "Exempt" on Form W-4 in the space below Step 4(c). Then, complete Steps 1(a), 1(b), and 5. Do not complete any other steps. You will need to submit a new Form W-4 by February 15, 2022.

**Your privacy.** If you prefer to limit information provided in Steps 2 through 4, use the online estimator, which will also increase accuracy.

As an alternative to the estimator: if you have concerns with Step 2(c), you may choose Step 2(b); if you have concerns with Step 4(a), you may enter an additional amount you want withheld per pay period in Step 4(c). If this is the only job in your household, you may instead check the box in Step 2(c), which will increase your withholding and significantly reduce your paycheck (often by thousands of dollars over the year).

**When to use the estimator.** Consider using the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) if you:

1. Expect to work only part of the year;
2. Have dividend or capital gain income, or are subject to additional taxes, such as Additional Medicare Tax;
3. Have self-employment income (see below); or
4. Prefer the most accurate withholding for multiple job situations.

**Self-employment.** Generally, you will owe both income and self-employment taxes on any self-employment income you receive separate from the wages you receive as an employee. If you want to pay these taxes through withholding from your wages, use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) to figure the amount to have withheld.

**Nonresident alien.** If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

## Specific Instructions

**Step 1(c).** Check your anticipated filing status. This will determine the standard deduction and tax rates used to compute your withholding.

**Step 2.** Use this step if you (1) have more than one job at the same time, or (2) are married filing jointly and you and your spouse both work.

Option **(a)** most accurately calculates the additional tax you need to have withheld, while option **(b)** does so with a little less accuracy.

If you (and your spouse) have a total of only two jobs, you may instead check the box in option **(c)**. The box must also be checked on the Form W-4 for the other job. If the box is checked, the standard deduction and tax brackets will be cut in half for each job to calculate withholding. This option is roughly accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld, and this extra amount will be larger the greater the difference in pay is between the two jobs.



**Multiple jobs.** Complete Steps 3 through 4(b) on only one Form W-4. Withholding will be most accurate if you do this on the Form W-4 for the highest paying job.

**Step 3.** This step provides instructions for determining the amount of the child tax credit and the credit for other dependents that you may be able to claim when you file your tax return. To qualify for the child tax credit, the child must be under age 17 as of December 31, must be your dependent who generally lives with you for more than half the year, and must have the required social security number. You may be able to claim a credit for other dependents for whom a child tax credit can't be claimed, such as an older child or a qualifying relative. For additional eligibility requirements for these credits, see Pub. 972, Child Tax Credit and Credit for Other Dependents. You can also include **other tax credits** in this step, such as education tax credits and the foreign tax credit. To do so, add an estimate of the amount for the year to your credits for dependents and enter the total amount in Step 3. Including these credits will increase your paycheck and reduce the amount of any refund you may receive when you file your tax return.

### Step 4 (optional).

**Step 4(a).** Enter in this step the total of your other estimated income for the year, if any. You shouldn't include income from any jobs or self-employment. If you complete Step 4(a), you likely won't have to make estimated tax payments for that income. If you prefer to pay estimated tax rather than having tax on other income withheld from your paycheck, see Form 1040-ES, Estimated Tax for Individuals.

**Step 4(b).** Enter in this step the amount from the Deductions Worksheet, line 5, if you expect to claim deductions other than the basic standard deduction on your 2021 tax return and want to reduce your withholding to account for these deductions. This includes both itemized deductions and other deductions such as for student loan interest and IRAs.

**Step 4(c).** Enter in this step any additional tax you want withheld from your pay **each pay period**, including any amounts from the Multiple Jobs Worksheet, line 4. Entering an amount here will reduce your paycheck and will either increase your refund or reduce any amount of tax that you owe.

**Step 2(b)—Multiple Jobs Worksheet** (Keep for your records.)

If you choose the option in Step 2(b) on Form W-4, complete this worksheet (which calculates the total extra tax for all jobs) on **only ONE** Form W-4. Withholding will be most accurate if you complete the worksheet and enter the result on the Form W-4 for the highest paying job.

**Note:** If more than one job has annual wages of more than \$120,000 or there are more than three jobs, see Pub. 505 for additional tables; or, you can use the online withholding estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App).

- 1 Two jobs.** If you have two jobs or you're married filing jointly and you and your spouse each have one job, find the amount from the appropriate table on page 4. Using the "Higher Paying Job" row and the "Lower Paying Job" column, find the value at the intersection of the two household salaries and enter that value on line 1. Then, **skip** to line 3 . . . . . **1** \$ \_\_\_\_\_
- 2 Three jobs.** If you and/or your spouse have three jobs at the same time, complete lines 2a, 2b, and 2c below. Otherwise, skip to line 3.
  - a** Find the amount from the appropriate table on page 4 using the annual wages from the highest paying job in the "Higher Paying Job" row and the annual wages for your next highest paying job in the "Lower Paying Job" column. Find the value at the intersection of the two household salaries and enter that value on line 2a . . . . . **2a** \$ \_\_\_\_\_
  - b** Add the annual wages of the two highest paying jobs from line 2a together and use the total as the wages in the "Higher Paying Job" row and use the annual wages for your third job in the "Lower Paying Job" column to find the amount from the appropriate table on page 4 and enter this amount on line 2b . . . . . **2b** \$ \_\_\_\_\_
  - c** Add the amounts from lines 2a and 2b and enter the result on line 2c . . . . . **2c** \$ \_\_\_\_\_
- 3** Enter the number of pay periods per year for the highest paying job. For example, if that job pays weekly, enter 52; if it pays every other week, enter 26; if it pays monthly, enter 12, etc. . . . . **3** \_\_\_\_\_
- 4 Divide** the annual amount on line 1 or line 2c by the number of pay periods on line 3. Enter this amount here and in **Step 4(c)** of Form W-4 for the highest paying job (along with any other additional amount you want withheld) . . . . . **4** \$ \_\_\_\_\_

**Step 4(b)—Deductions Worksheet** (Keep for your records.)

- 1** Enter an estimate of your 2021 itemized deductions (from Schedule A (Form 1040)). Such deductions may include qualifying home mortgage interest, charitable contributions, state and local taxes (up to \$10,000), and medical expenses in excess of 10% of your income . . . . . **1** \$ \_\_\_\_\_
- 2** Enter:  $\left\{ \begin{array}{l} \bullet \$25,100 \text{ if you're married filing jointly or qualifying widow(er)} \\ \bullet \$18,800 \text{ if you're head of household} \\ \bullet \$12,550 \text{ if you're single or married filing separately} \end{array} \right\}$  . . . . . **2** \$ \_\_\_\_\_
- 3** If line 1 is greater than line 2, subtract line 2 from line 1 and enter the result here. If line 2 is greater than line 1, enter "-0-" . . . . . **3** \$ \_\_\_\_\_
- 4** Enter an estimate of your student loan interest, deductible IRA contributions, and certain other adjustments (from Part II of Schedule 1 (Form 1040)). See Pub. 505 for more information . . . . . **4** \$ \_\_\_\_\_
- 5 Add** lines 3 and 4. Enter the result here and in **Step 4(b)** of Form W-4 . . . . . **5** \$ \_\_\_\_\_

**Privacy Act and Paperwork Reduction Act Notice.** We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person with no other entries on the form; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.

**Married Filing Jointly or Qualifying Widow(er)**

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$0	\$190	\$850	\$890	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$1,100	\$1,870	\$1,870
\$10,000 - 19,999	190	1,190	1,890	2,090	2,220	2,220	2,220	2,220	2,300	3,300	4,070	4,070
\$20,000 - 29,999	850	1,890	2,750	2,950	3,080	3,080	3,080	3,160	4,160	5,160	5,930	5,930
\$30,000 - 39,999	890	2,090	2,950	3,150	3,280	3,280	3,360	4,360	5,360	6,360	7,130	7,130
\$40,000 - 49,999	1,020	2,220	3,080	3,280	3,410	3,490	4,490	5,490	6,490	7,490	8,260	8,260
\$50,000 - 59,999	1,020	2,220	3,080	3,280	3,490	4,490	5,490	6,490	7,490	8,490	9,260	9,260
\$60,000 - 69,999	1,020	2,220	3,080	3,360	4,490	5,490	6,490	7,490	8,490	9,490	10,260	10,260
\$70,000 - 79,999	1,020	2,220	3,160	4,360	5,490	6,490	7,490	8,490	9,490	10,490	11,260	11,260
\$80,000 - 99,999	1,020	3,150	5,010	6,210	7,340	8,340	9,340	10,340	11,340	12,340	13,260	13,460
\$100,000 - 149,999	1,870	4,070	5,930	7,130	8,260	9,320	10,520	11,720	12,920	14,120	15,090	15,290
\$150,000 - 239,999	2,040	4,440	6,500	7,900	9,230	10,430	11,630	12,830	14,030	15,230	16,190	16,400
\$240,000 - 259,999	2,040	4,440	6,500	7,900	9,230	10,430	11,630	12,830	14,030	15,270	17,040	18,040
\$260,000 - 279,999	2,040	4,440	6,500	7,900	9,230	10,430	11,630	12,870	14,870	16,870	18,640	19,640
\$280,000 - 299,999	2,040	4,440	6,500	7,900	9,230	10,470	12,470	14,470	16,470	18,470	20,240	21,240
\$300,000 - 319,999	2,040	4,440	6,500	7,940	10,070	12,070	14,070	16,070	18,070	20,070	21,840	22,840
\$320,000 - 364,999	2,720	5,920	8,780	10,980	13,110	15,110	17,110	19,110	21,190	23,490	25,560	26,860
\$365,000 - 524,999	2,970	6,470	9,630	12,130	14,560	16,860	19,160	21,460	23,760	26,060	28,130	29,430
\$525,000 and over	3,140	6,840	10,200	12,900	15,530	18,030	20,530	23,030	25,530	28,030	30,300	31,800

**Single or Married Filing Separately**

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$440	\$940	\$1,020	\$1,020	\$1,410	\$1,870	\$1,870	\$1,870	\$1,870	\$2,030	\$2,040	\$2,040
\$10,000 - 19,999	940	1,540	1,620	2,020	3,020	3,470	3,470	3,470	3,640	3,840	3,840	3,840
\$20,000 - 29,999	1,020	1,620	2,100	3,100	4,100	4,550	4,550	4,720	4,920	5,120	5,120	5,120
\$30,000 - 39,999	1,020	2,020	3,100	4,100	5,100	5,550	5,720	5,920	6,120	6,320	6,320	6,320
\$40,000 - 59,999	1,870	3,470	4,550	5,550	6,690	7,340	7,540	7,740	7,940	8,140	8,150	8,150
\$60,000 - 79,999	1,870	3,470	4,690	5,890	7,090	7,740	7,940	8,140	8,340	8,540	9,190	9,990
\$80,000 - 99,999	2,000	3,810	5,090	6,290	7,490	8,140	8,340	8,540	9,390	10,390	11,190	11,990
\$100,000 - 124,999	2,040	3,840	5,120	6,320	7,520	8,360	9,360	10,360	11,360	12,360	13,410	14,510
\$125,000 - 149,999	2,040	3,840	5,120	6,910	8,910	10,360	11,360	12,450	13,750	15,050	16,160	17,260
\$150,000 - 174,999	2,220	4,830	6,910	8,910	10,910	12,600	13,900	15,200	16,500	17,800	18,910	20,010
\$175,000 - 199,999	2,720	5,320	7,490	9,790	12,090	13,850	15,150	16,450	17,750	19,050	20,150	21,250
\$200,000 - 249,999	2,970	5,880	8,260	10,560	12,860	14,620	15,920	17,220	18,520	19,820	20,930	22,030
\$250,000 - 399,999	2,970	5,880	8,260	10,560	12,860	14,620	15,920	17,220	18,520	19,820	20,930	22,030
\$400,000 - 449,999	2,970	5,880	8,260	10,560	12,860	14,620	15,920	17,220	18,520	19,910	21,220	22,520
\$450,000 and over	3,140	6,250	8,830	11,330	13,830	15,790	17,290	18,790	20,290	21,790	23,100	24,400

**Head of Household**

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$0	\$820	\$930	\$1,020	\$1,020	\$1,020	\$1,420	\$1,870	\$1,870	\$1,910	\$2,040	\$2,040
\$10,000 - 19,999	820	1,900	2,130	2,220	2,220	2,620	3,620	4,070	4,110	4,310	4,440	4,440
\$20,000 - 29,999	930	2,130	2,360	2,450	2,850	3,850	4,850	5,340	5,540	5,740	5,870	5,870
\$30,000 - 39,999	1,020	2,220	2,450	2,940	3,940	4,940	5,980	6,630	6,830	7,030	7,160	7,160
\$40,000 - 59,999	1,020	2,470	3,700	4,790	5,800	7,000	8,200	8,850	9,050	9,250	9,380	9,380
\$60,000 - 79,999	1,870	4,070	5,310	6,600	7,800	9,000	10,200	10,850	11,050	11,250	11,520	12,320
\$80,000 - 99,999	1,880	4,280	5,710	7,000	8,200	9,400	10,600	11,250	11,590	12,590	13,520	14,320
\$100,000 - 124,999	2,040	4,440	5,870	7,160	8,360	9,560	11,240	12,690	13,690	14,690	15,670	16,770
\$125,000 - 149,999	2,040	4,440	5,870	7,240	9,240	11,240	13,240	14,690	15,890	17,190	18,420	19,520
\$150,000 - 174,999	2,040	4,920	7,150	9,240	11,240	13,290	15,590	17,340	18,640	19,940	21,170	22,270
\$175,000 - 199,999	2,720	5,920	8,150	10,440	12,740	15,040	17,340	19,090	20,390	21,690	22,920	24,020
\$200,000 - 249,999	2,970	6,470	9,000	11,390	13,690	15,990	18,290	20,040	21,340	22,640	23,880	24,980
\$250,000 - 349,999	2,970	6,470	9,000	11,390	13,690	15,990	18,290	20,040	21,340	22,640	23,880	24,980
\$350,000 - 449,999	2,970	6,470	9,000	11,390	13,690	15,990	18,290	20,040	21,340	22,640	23,900	25,200
\$450,000 and over	3,140	6,840	9,570	12,160	14,660	17,160	19,660	21,610	23,110	24,610	26,050	27,350

**IF YOU ARE CLAIMING “EXEMPT” ON YOUR FEDERAL OR STATE W-4**

**From the instructions on the Federal W-4 (top left corner of page 1):**

Exemption from withholding: If you are exempt, complete lines 1, 2, 3, 4 and 7 and sign the form to validate it. Your exemption for (any year) **EXPIRES February 15 (FOLLOWING YEAR)**. See Pub. 505, Tax Withholding and Estimated Tax.

**WHAT THIS MEANS:** If you claim exempt you are declaring that you will owe NO federal income tax. If you claim exempt, you will have NO FEDERAL income tax taken out of your check. If you claim exempt, your W-4 form will **EXPIRE** every February and must be replaced. This is **YOUR RESPONSIBILITY**.

**From the Missouri State W-4, line 4:**

EXEMPT STATUS: If you had a right to a refund to **ALL** of your Missouri income tax withheld last year because you had **NO** tax liability and this year you expect a refund of **ALL** Missouri income tax withheld because you expect to have **NO** tax liability, write “EXEMPT” on Line 4. See Information below.

(There is additional information at the bottom of the page under Items to Remember, for people who qualify for the EXEMPT status due to the Military Spouses Residency Relief Act” and documents that must be supplied to your employer)

W-4 forms are turned in at times with both allowances and the word exempt. That voids the form and we must get a new one.

**If you are claiming exempt, please sign this page to be attached to your W-4 that you fully understand what it means to claim this status, that NO federal or state tax will be taken out of your check and you are fully responsible for any federal or state tax liability you may have when you file your federal and state tax returns. This form must be received with any W-4 claiming exempt status, or the payroll department will contact you to either obtain a signed copy, or get a new corrected W-4.**

**I \_\_\_\_\_ UNDERSTAND THAT I WILL HAVE NO FEDERAL OR STATE TAXES WITHHELD FROM MY PAY CHECKS, THAT I AM RESPONSIBLE FOR ANY FEDERAL OR STATE TAX LIABILITY I HAVE FOR THE YEAR, AND I WILL REPLACE EXPIRED EXEMPT W-4 FORMS EACH FEBRUARY.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# OZARKS AREA COMMUNITY ACTION CORPORATION

## DIRECT DEPOSIT AUTHORIZATION FORM FOR PAYROLL

PRINT NAME: LAST

FIRST

MIDDLE

SOCIAL SECURITY NUMBER

### CHECK APPLICABLE BOX

#### NEW ENROLLMENT

Complete and sign this form. Attach a voided check or Direct Deposit Letter from the banking institution for each account. Deposit slips are not acceptable.

#### CHANGE OF ACCOUNT

Complete and sign this form. Attach a voided check or Direct Deposit Letter from the banking institution for the new account. Deposit slips are not acceptable.

### ACCOUNT INFORMATION

Type of Account (check one)

☐

Checking

☐

Savings

Bank, Credit Union, or Prepaid Deposit Acct

Financial Institution:

Address:

City:

State:

Zip:

### REQUIRED - ATTACH A VOIDED CHECK OR DIRECT DEPOSIT LETTER FROM YOUR BANK

NOTE: DEPOSIT SLIPS ARE NOT ACCEPTABLE, THE ROUTING NUMBER MAY NOT BE CORRECT. HANDWRITTEN BANK INFORMATION ON THIS FORM IS ALSO NOT ACCEPTABLE.

### Authorization Statement

I hereby authorize the Ozarks Area Community Action Corporation to deposit my net pay amount to my checking or savings account at the financial institution named above. I agree that if any funds are deposited in error to my account, the Ozarks Area Community Action Corporation may recover such funds directly from my account. This authority will remain in effect until I have signed a new authorization. I understand that any change or cancellation must be received by the Payroll Department by Friday to take effect the following pay day.

Employee Signature

Date

### IMPORTANT NOTE - PLEASE READ

YOU MAY RECEIVE A CHECK FOR YOUR FIRST PAYROLL. SETTING UP A DIRECT DEPOSIT MAY TAKE TIME. PLEASE ALWAYS VERIFY THAT YOUR FUNDS ARE IN YOUR ACCOUNT BEFORE ASSUMING YOU HAVE BEEN PAID. A CHECK WILL BE SIGNED; A DIRECT DEPOSIT VOUCHER WILL SAY "NOT NEGOTIABLE". THE FEDERAL RESERVE GUARANTEES DEPOSIT OF FUNDS DURING THE DAY OF PAY DAY - TIME OF THE DAY THAT FUNDS ARE DEPOSITED WILL VARY DEPENDING ON YOUR BANK.





Empowering People, Enriching Communities

## Ozarks Area Community Action Corporation

*Carl Rosenkranz, Executive Director*

215 S. Barnes Avenue  
Springfield, MO 65802-2204  
Office: 417-862-4314 | Fax: 417-864-3499  
[www.oac.ac](http://www.oac.ac)

THE FOLLOWING FORM (DIRECT DEPOSIT DEDUCTION FROM PAYROLL) IS USED TO DEPOSIT SOME OF YOUR NET PAY INTO A SECOND BANK ACCOUNT.

SOME EXAMPLES OF A SECOND BANK ACCOUNT:

- SAVINGS ACCOUNT
- CHRISTMAS CLUB
- EMERGENCY SAVINGS ACCOUNT

**ONLY COMPLETE THIS FORM IF YOU WANT YOUR NET PAY DEPOSITED INTO MORE THAN ONE BANK ACCOUNT.**

Family Planning | Foster Grandparents | Head Start/Early Head Start | Housing Assistance  
Low-Income Home Energy Assistance Program | Neighborhood Centers | Weatherization Assistance

### **Serving Ten Counties:**

Barry | Christian | Dade | Dallas | Greene | Lawrence | Polk | Stone | Taney | Webster  
Equal Opportunity Employer. All services provided on a non-discriminatory basis.

# OZARKS AREA COMMUNITY ACTION CORPORATION

## AUTHORIZATION FORM FOR DIRECT DEPOSIT OF DEDUCTIONS FROM PAYROLL (This is not an authorization for direct deposit of your net pay)

PRINT NAME: LAST

FIRST

MIDDLE

SOCIAL SECURITY NUMBER

### CHECK APPLICABLE BOX

☐

#### NEW ENROLLMENT

Complete and sign this form. Attach a voided check for each account or paperwork from the bank (not a deposit slip).

☐

#### CHANGE OF ACCOUNT

Complete and sign this form. Attach a voided check for the new account. Deposit slips are not acceptable.

☐

#### CHANGE AMOUNT OF DEDUCTION

NO change to deposit institution

### ACCOUNT INFORMATION

Bank, Credit Union, or Prepaid Deposit Acct

☐

Type of Account (check one)

Checking

☐

Savings

Name: \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

ZIP \_\_\_\_\_

### AMOUNT OF DEDUCTION PER PAY PERIOD

\$ \_\_\_\_\_

The deduction will be taken from each paycheck to be forwarded to this institution with the same effective date as your paycheck.

### Authorization Statement

I hereby authorize the Ozarks Area Community Action Corporation to deposit the amount of deduction per pay period to my checking or savings account at the financial institution named above. I agree that if any funds are deposited in error to my account, the Ozarks Area Community Action Corporation may recover such funds directly from my account. This authority will remain in effect until I have signed a new authorization. I understand that any change or cancellation must be received by the Payroll Department by Friday to take effect the following pay day.

### REQUIRED - ATTACH VOIDED CHECK OR DIRECT DEPOSIT LETTER FROM YOUR BANKING INSTITUTION

NOTE: DEPOSIT SLIPS ARE NOT ACCEPTABLE, THE ROUTING NUMBER MAY NOT BE CORRECT. HAND WRITTEN INFORMATION IS ALSO NOT ACCEPTABLE.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date



Empowering People. Enriching Communities

## Ozarks Area Community Action Corporation

### ACKNOWLEDGEMENT OF EMPLOYEE RECEIPT OF FAMILY MEDICAL LEAVE ACT RIGHTS

(Refer to FMLA poster for additional information)

#### **I understand that reason for taking FMLA leave includes any of the following:**

I hereby certify I have been informed of my rights under the Family and Medical Leave Act of 1993 on the date shown below. FMLA requires covered employers to provide up to 12 weeks of unpaid, job protected leave to eligible employees for the following reasons:

- For a serious health condition that makes the employee unable to perform the employee's job.
- For incapacity due to pregnancy, prenatal medical care or child birth.
- To care for the employee's child after birth, or placement for adoption or foster care.
- To care for the employee's spouse, son, daughter, or parent who has a serious health condition.
- Because of a qualifying exigency arising out of the fact that your spouse, son, daughter, or parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves. (Refer to FMLA poster for additional information for Military Family Leave Entitlements)
- Because you are the spouse, son, daughter, parent, or next of kin of a covered service member with a serious injury or illness. (Refer to FMLA poster for additional information for Military Family Leave Entitlements)

#### **Eligibility Requirements**

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

#### **Substitution of Paid Leave for Unpaid Leave**

OACAC requires employees to use all paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

#### **Benefits**

I understand that for the 12 weeks of FMLA leave the employer will pay the employer's share of my health, dental and life insurance. The employee's co-pay amount for the employee (and dependent(s) if applicable) will continue to be the responsibility of the employee.

#### **Employee Responsibilities**

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedure. Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Employees will be required to provide a certification and periodic recertification supporting the need for leave.

**You have a right under FMLA for up to 12 weeks of unpaid leave in a 12-month period calculated as:**

- the 12-month period measured forward from the date of your first FMLA leave usage.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Program/Location

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date



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### IN CASE OF AN EMERGENCY (ICE) CONTACT FORM

DATE:	
LEGAL EMPLOYEE NAME: (NO NICKNAMES)	
*CURRENT EMPLOYEE MAILING ADDRESS:	
*PRIMARY EMPLOYEE PHONE NUMBER (WITH AREA CODE):	
*ALTERNATE EMPLOYEE PHONE # (W/AREA CODE), IF AVAILABLE:	

**\*PLEASE ALWAYS PROVIDE CURRENT INFORMATION, DO NOT WRITE "SAME".**

	1st EMERGENCY CONTACT PERSON:	2nd EMERGENCY CONTACT PERSON:
NAME:		
RELATIONSHIP:		
PRIMARY PHONE #: (INCLUDE AREA CODE)		
ALTERNATE PHONE #: (INCLUDE AREA CODE)		

### HR USE ONLY

RECEIVED BY:	
PRINTED NAME:	
SYSTEM UPDATED DATE:	

REVISED: 08/17/2020



- EMERGENCIES
- EVENT REMINDERS
- CLOSINGS DUE TO WEATHER
- CHILD WELL-BEING UPDATES

☐ New enrollment

☐ Updated enrollment Information

**Primary Parent/Guardian:**

Last Name \_\_\_\_\_ First \_\_\_\_\_ Mobile Number \_\_\_\_\_ Wireless Carrier \_\_\_\_\_  
 (if straight talk, please list carrier)  
☐ Employee? List Center \_\_\_\_\_

<b>Last Name</b>	<b>First</b>	<b>Mobile Number</b>	<b>Wireless Carrier</b>
			(if straight talk, please list carrier)

Print Child's Name \_\_\_\_\_ Center/classroom/AM/PM \_\_\_\_\_

Print Child's Name \_\_\_\_\_ Center/classroom/AM/PM \_\_\_\_\_

Print Child's Name \_\_\_\_\_ Center/classroom/AM/PM \_\_\_\_\_

---

Print Child's Name
Center/classroom/AM/PM

8-2016



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**WELCOME NEW EMPLOYEE!**

You have a couple options for the handling of payroll and we highly encourage the use of direct deposit since it is safe, convenient, and guaranteed in your account on pay day.

If you prefer a live check, it will be mailed to your home no later than the pay date.

Please mark your choice below for paycheck handling. If you have any questions please see your Area Supervisor.

-----

---

Printed Name:

Signature:

Email Address:

Date:

☐

I have elected Direct Deposit

**Please provide a personal email address**

☐

Please mail my paychecks every pay period

Address:

\_\_\_\_\_



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Dear Valued Employee,

As part of the payroll file, we'd like to maintain a personal email address.

Please provide the information in the bottom portion of this form. You may return this completed and signed form by:

- email: [kdillon@oac.ac](mailto:kdillon@oac.ac)
- put in your Center's Central Office mail, Attention: Payroll
- mail directly to OACAC Central Office, Attention: Payroll  
215 South Barnes Av. Springfield, MO 65802

If you have any questions please see your Area Supervisor. Thank you!

---

Printed Name:

Signature:

---

Email Address:

Date: