

ALABAMA DEPARTMENT OF REVENUE  
**Employee's Withholding Exemption Certificate**

FULL NAME \_\_\_\_\_ SOCIAL SECURITY NO. \_\_\_\_\_  
HOME ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

If you had no Alabama income tax liability last year and you anticipate no Alabama income tax liability this year, you may claim "exempt" from Alabama withholding tax. To claim exempt status, check the block below, sign and date this form and file it with your employer. Employees claiming exempt status are not required to complete Lines 1-6.

See instructions on the back of Form A-4 before checking this box.

**HOW TO CLAIM YOUR WITHHOLDING EXEMPTIONS**

1. If you claim no personal exemption for yourself, write the figure "0", sign and date the bottom of Form A-4.  
(Note: If you claim no personal exemption you cannot claim dependent exemptions on Line 4.) \_\_\_\_\_
  2. IF YOU ARE SINGLE or MARRIED FILING SEPARATELY, a \$1,500 personal exemption is allowed.
    - (a) if you are SINGLE and claim personal exemption for yourself (\$1,500) write a letter "S" \_\_\_\_\_
    - (b) if you are MARRIED FILING SEPARATELY and claim personal exemption for "yourself only" (\$1,500), write the letters "MS" \_\_\_\_\_
  3. IF YOU ARE MARRIED or SINGLE CLAIMING HEAD OF FAMILY, a \$3,000 personal exemption is allowed.
    - (a) if you MARRIED and claim exemption for both yourself and your spouse (\$3,000), write the letter "M" \_\_\_\_\_
    - (b) if you are single with dependents and claim HEAD OF FAMILY exemption (\$3,000), write the letter "H" \_\_\_\_\_
    - (c) if you married and wish to withhold at the higher single rate (\$1,500), write the letter "S" \_\_\_\_\_
  4. If during the year you will provide more than one-half of the support of persons closely related to you (other than spouse) write the number of such dependents. \_\_\_\_\_
  5. Additional amount, if any, you want deducted each pay period. \_\_\_\_\_ \$
- THIS LINE TO BE COMPLETED BY EMPLOYER:
6. TOTAL EXEMPTIONS\*(Example: Employee claims "M" on Line 3 and "1" on Line 4. Employer should use column headed M-1 in Withholding Tables.) \_\_\_\_\_

DATE \_\_\_\_\_ SIGNED \_\_\_\_\_