Form
MO W-4

MISSOURI DEPARTMENT OF REVENUE

Employee's Withholding Certificate

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

Employee

Full Name		Social Security Number
Home Address (Number and Street or Rural Route)	**City or Town**	**State** / **ZIP Code**

1. Filing Status: Check the appropriate filling status below.
   - ❒ Single or Married Spouse Works or Married Filing Separate
   - ❒ Married (Spouse does not work)
   - ❒ Head of Household

2. Additional withholding: 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

3. Reduced withholding: If you expect to receive a refund (as a result of itemized deductions, modi… 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, being under withheld. To calculate the amount needed, divide the amount of your expected tax b… 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

4. Exempt Status: Select the appropriate reason you are claiming an exemption from withholding below and indicate EXEMPT on line 4. 4

   - ❒ 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.
   - ❒ 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.
   - ❒ 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.

Signature

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

Employer's Name	Employer's Address	
City	**State**	**ZIP Code**
Date Services for Pay First Performed by Employee (MM/DD/YYYY)	**Federal Employer I.D. Number**	**Missouri Tax Identification Number**
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Notice to Employer:
Within 20 days of hiring a new employee, a copy of the Employee's Withholding Certificate (Form MO W-4) must be submitted by one of the following methods:

- **Email**: withholding@dor.mo.gov
- **Fax:** 877-573-6172
- **Mail to**: Missouri Department of Revenue
  P.O. BOX 3340
  Jefferson City, MO 65105-3340

Please visit **dss.mo.gov/child-support/employers/new-hire-reporting.htm** for additional information regarding new hire reporting.

Notice to Employ…
Return completed … when your perso… our online withholding calculat…

Items to Remembe…

- Employees mu…
- 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 … sidenc… y of your s… ate of residence, a property tax … icle re… r ID card. … Military, visit the department's website **dor.mo.gov/military/.**
- Additional information can be found at **mo.gov/business/withhold/**.

Mail to: Tax…
P.O. Box 3340
Jefferson City, MO 65105-3340
Phone: (573) 522-0967
Fax: 877-573-6172

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If yes, visit **dor.mo.gov/military/** to see the services and benefits we offer to all eligible military individuals. A list of all state agency resources and benefits can be found at **veteranbenefits.mo.gov/state-benefits/**.