COMPTROLLER GENERAL'S OFFICE

PRINT OR TYPE

EMPLOYEE'S WITHHOLDING & DEDUCTIONS

FORM P-4 (AUG. 80)
EDITION OF JUN 79 IS OBSOLETE.

DEPARTMENT NAME _____ DEPT. NO. (5 Positions) _____

☐ NEW ☐ CHANGE EFFECTIVE DATE _____

☐ (01) SOCIAL SECURITY _____

☐ (02) NAME _____ First (20 Positions) _____ Middle Initial _____ Last (20 Positions)

☐ (03) STREET _____ (25 Positions)

☐ (04) CITY/STATE _____ (20 Positions) ☐ (05) ZIP _____

(06) MARITAL STATUS

☐ SINGLE ☐ MARRIED

NUMBER WITHHOLDING EXEMPTIONS

☐ (07) FEDERAL _____ ☐ (08) STATE _____

EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE

Marital Status

☐ Single ☐ Married

☐ Married, but withhold at higher Single rate

Note: If married, but legally separated, or spouse is a nonresident alien, check the single block.

1. Total number of allowances you are claiming	
2. Additional amount, if any, you want deducted from each pay (if your employer agrees)	$
3. I claim exemption from withholding (see instructions). Enter "Exempt"	

Under the penalties of perjury, I certify that the number of witholding exemptions and allowances claimed on this certificate does not exceed the number to which I am entitled. If claiming exemption from withholding, I certify that I incurred no liability for Federal income tax for last year and that I anticipate that I will incur no liability for Federal income tax for this year.

Signature ► _____ Date ► _____, 19 _____

Figure Your Total Withholding Allowances Below

(a) Allowance(s) for exemption(s)—Enter 1 for each personal exemption you can claim on your Federal income tax return *	
(b) Special withholding allowance—Enter 1 if single with 1 employer, or married with 1 employer and spouse not employed **	
(c) Allowance(s) for credit(s) and/or deduction(s)—See Federal instruction number 3 on other side **	
(d) Total (add lines (a) through (c) above)—Enter here and on line 1, above	

* If you are in doubt as to whom you may claim as a dependent, see the instructions that came with your last Federal income tax return or call your local Internal Revenue Service office.

** This allowance is used solely for purposes of figuring your withholding tax, and cannot be claimed when you file your tax return.

INSURANCE AND OTHER DEDUCTIONS

CODE	DEDUCTION	AMOUNT	CODE	DEDUCTION	AMOUNT
☐		$	☐		$
☐		$	☐		$
☐		$	☐		$
☐		$	☐		$
☐		$	☐		$

I hereby authorize my employer to deduct from my earnings the amounts indicated above to enable me to participate in the above salary deduction plans. I reserve the right to revoke this authorization at any time by giving written notice to my employer.

Authorized Agency Signature _____ Date _____

Title _____ Employee's Signature _____

INSTRUCTIONS

GENERAL

1. Employees currently on Comptroller General files: Form P-4 (revised) can be used to change an employee's Social Security number, name, address, withholding status, insurance and other deductions. A form P-10 is not required for these changes.
2. New Employees: A completed form P-10 and P-4 are required.

STATE WITHHOLDING CERTIFICATE

1. Every employee must complete an exemption certificate at the time of his employment. This certificate should be retained by the employer.
2. If a change occurs in the number of exemptions to which an employee is entitled, a new certificate must be filed with the employer within ten (10) days. If the change occurs as the result of the death of a spouse or a dependent, the employee need not sign a corrected certificate until the end of the calendar year.
3. If the employee is married, he may claim the personal exemption of his spouse, provided the spouse does not claim the exemption. The employee is not permitted to claim dependents who are actually supported by the spouse.
4. A "Head of Household" is an unmarried individual who has one or more dependents who qualify under paragraph 5 of these instructions, and the depen dent in fact lives in the home of and with the unmarried individual.
5. Dependents—To be claimed as a dependent, the individual must meet all of the following qualifications: (1) receive his chief support from and be dependent upon the taxpayer (2) have taxable income of less than $800.00 (3) be under 21 years of age, or regularly enrolled in an accredited school or college, or must be physically or mentally incapable of self-support.
6. Withholding tables and instructions for withholding are contained in Form 1603.

FEDERAL WITHHOLDING CERTIFICATE

1. NUMBER OF EXEMPTIONS—By claiming the number of withholding exemptions you are entited to, you can fit the amount of tax withheld from your wages to your tax liability.
2. SPECIAL WITHHOLDING ALLOWANCE—Each single person, and each married person whose spouse is not also employed, is entitled to one "special withholding allowance." This allowance may not be claimed by either husband or wife when both are employed or by an employee who has two or more concurrent jobs.
3. If you expect to itemize deductions for the current year, you may be entitled to claim additional withholding allowances and thus avoid having too much tax withheld. Withholding tables and specific instructions for withholding are contained on the back of Form W-4 (Rev. 6-77) available at the Internal Revenue Service Office.
4. You may claim exemption from withholding of Federal income tax if you had no liability for income tax for last year, and you anticipate that you will incur no liability for income tax for this year. You may not claim exemption if your joint or separate return shows tax liability before the allowance of any credit for income tax withheld. If you are exempt, your employer will not withhold Federal income tax from your wages. However, social security tax will be withheld if you are covered by the Federal Insurance Contributions Act.

   The certificate of exemption will expire on April 30 of the next year unless a new form is filed prior to that date.

VOLUNTARY DEDUCTIONS

120—American Heritage Insurance Co.
121—Colonial Life & Accident
122—General Agency
123—Pilot Hospital & Life
124—Pilot Salary Continuation
125—Professional Insurance Corp.
126—State Insurance Plan
127—Harwill Assoc. Inc.
128—Hufstetler Agency
129—Appal. National Life Ins. Co.
130—Tensco, Inc.
131—First Carolina Agency
132—Calcina Agency, Inc.
133—IHLIC of The South
134—Liberty Life Ins. Co.
135—Greater Carolina's Life
136—Supplemental Benefits Service
137—Companion Life
138—Lone Star Life Ins. Co.
139—Canady Agency, Inc.

500—S. C. State Employees' Credit Union
501—S. C. Employment Security Commission Credit Union
502—McEntire Federal Credit Union

600—United Way
650—Good Health Appeal

740—U. S. Savings Bonds
741—Miscellaneous
743—State Parking Facility
745—Food & Lodging Ded. YACC
748—Federal Tax Levy
749—State Tax Levy
750—Federal - Additional Withholding
751—State - Additional Withholding