Instructions for completing Form W-4VT

Who must complete Form W-4VT:

- Any person whose employer requires this form. (State Employees MUST Complete This Form)
- Any person requiring Vermont withholding to be based on W-4 information which is different from the federal W-4. This would include employees anticipating Child Tax Credit, Hope Credit, or other federal credits which do not pass through to Vermont income tax and employees who are in civil unions.

Completing Form W-4VT: This form is completed in the same manner as the federal W-4. Complete the federal form first, following the instructions on the form or IRS publication 919, How Do I Adjust My Tax Withholding?.

Parts 1 and 2: Print clearly or type your Name and Social Security Number.
Part 3: Enter any information required by your employer.
Part 4: a. If you are a partner in a civil union, check either "Civil Union" or "Civil Union, but withhold at the higher single rate". Otherwise, check the filing status used on the Federal W-4.
b. Enter the number of withholding allowances for Vermont withholding. If you claimed additional allowances for Federal tax because of an anticipated child credit or education credit, do not claim these additional allowances for Vermont withholding.
c. If you want an additional amount of Vermont withholding to be deducted from each paycheck, enter that amount.
Part 5: Sign and date the form and return it to your employer.

This form may be photocopied as needed

W-4VT

State of Vermont Department of Taxes
Vermont Employee's Withholding Allowance Certificate

Part 1	First Name Initial Last Name	Part 2	Social Security Number
Part 3	Employee Number: _____ (or other employer information required by employer)		
Part 4	a. Is your Vermont filing status: ☐ Single ☐ Married ☐ Married, but withhold at the higher Single Rate ☐ Civil Union ☐ Civil Union, but withhold at the higher Single Rate b. Total number of Vermont Withholding allowances ……b. c. Additional amount, if any, of Vermont tax to be withheld from each paycheck……c.		$
Part 5	I certify that I am entitled to the number to withholding allowances claimed on this certificate. Signature Date		