

Employee's Withholding Exemption Certificate

Submit form IT 4 to your employer on or before the start date of employment so your employer will withhold and remit Ohio income tax from your compensation. If applicable, your employer will also withhold school district income tax. You must file an updated IT 4 when any of the information listed below changes (including your marital status or number of dependents). You should contact your employer for instructions on how to complete an updated IT 4. Your employer may require you to complete this form electronically.

Section I: Personal Information

Form with fields for Employee Name, Employee SSN, Address, city, state, ZIP code, School district of residence, and School district number.

Section II: Claiming Withholding Exemptions

Form with 5 numbered lines for claiming exemptions, including dependent status, marital status, number of dependents, total exemptions, and additional Ohio income tax withholding.

Section III: Withholding Waiver

I am not subject to Ohio or school district income tax withholding because (check all that apply):

- Five checkbox options for withholding waiver: full-year resident of another state, resident military servicemember, nonresident military servicemember, nonresident civilian spouse, and exempt from Ohio withholding.

Section IV: Signature (required)

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

Signature

Date