

State Tax Form (G-4) Instructions

Non-Resident Aliens: Due to specific tax code regulations, non-resident alien employees must make an appointment with Mary Andrews, International Tax Specialist. The G-4, if applicable, will be completed at that time.

US Citizens and Resident Aliens: Complete a current tax year G-4 form by providing applicable information in the appropriate boxes of the Form G-4, *State of Georgia Employee's Withholding Allowance Certificate* as follows:

G-4 BOX NO.	Instructions
1a	Type or print in ink (not pencil) your full name as it appears on your Social Security card.
1b	Write in your Social Security number as it appears on your Social Security card.
2a	Fill in your complete street address: number and street (including apartment # if applicable).
2b	Fill in your City, State, and Zip code.
3	Choose the marital status that applies to you. Beside the correct marital status, enter either a one (-1-) if you wish to claim yourself or a zero if you do not.
4	Enter the number of dependent allowances you wish to claim, if any.
5	Enter the number of additional allowances you wish to claim, if any, based on completion of the worksheet in the middle of the page.
6	Enter additional dollar amount you wish withheld for state taxes, if any. <u>WARNING:</u> A blank or a zero entry on Line 6 will cancel any previous additional withholding amounts.
7	Note the letter that corresponds to the marital status you chose in section 3 and the total of all allowances noted in lines 3, 4, and 5. <u>WARNING:</u> Leaving this box blank makes this form invalid unless you are claiming EXEMPT.
8	If you meet both of the conditions for exemption and wish to claim exemption from withholding, check the box in box 8. (* See NOTE below.)
9	Do not fill in.

Where it states Employee's signature – sign your name. Where it states Date – write in the date that you signed this form.

Forms will be processed within 30 days of receipt, as required by IRS regulations. Forms improperly or incorrectly filed out cannot be processed.

***NOTE:** US Citizens and Resident Aliens cannot fill in both boxes 7 and 8 – you must complete one or the other. For example: 1) If a marital status and allowances are written in box 7, you are not exempt and box 8 would not be checked. 2) If you claim EXEMPT, box 7 must be left blank and the EXEMPT box should be checked in box 8. Completing both boxes 7 and 8 invalidates the G-4 form, and you will be defaulted to single and zero (new employees) or left at your previous G-4 designation (continuing employees) until a corrected form is submitted.