

1.

Employee Self-Service > Payroll and Compensation > Direct Deposit

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Click *Payroll and Compensation*, then click *W-4 Tax Information*

2.

Federal W4 Data Maine W4 Data

W-4 Tax Information

Bananas Bear
 University of Maine System

[Federal W4 Form](#)

You must complete Form W-4 so the Payroll Department can calculate the correct amount of tax to withhold from your pay. Federal income tax is withheld from your wages based on marital status and the number of allowances claimed on this form. You may also specify that an additional dollar amount be withheld. You can file a new Form W-4 anytime your tax situation changes and you choose to have more, or less, tax withheld.

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

Home Address

123 Black Bear Lane
 Orono, Maine 04469

Enter number of allowances

W-4 Tax Data

Enter total number of Allowances you are claiming:

Enter Additional Amount, if any, you want withheld from each paycheck:

Indicate Marital Status: Single Married Report Marital Status

Check here and select Single status if married but withholding at single rate.
 Note: If married, but legally separated, or spouse is a nonresident alien, select 'Single' status.

Check here if your last name differs from that shown on your social security card.
 You must call 1-800-772-1213 for a new card.

Claim Exemption

I claim exemption from withholding for the year and I certify that I meet BOTH of the following conditions for exemption:

1. Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability.
2. This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

Check this box if you meet both conditions to claim exempt status.

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

 Click Submit

(continue to next page)

3.

Federal W4 Data **Maine W4 Data**

Empl ID 0123456 [Maine W4 Form](#)

Home Address
123 Black Bear Lane
Orono, ME 04469

Changes to W-4 Tax Information on this page are valid for MAINE STATE TAXES ONLY.

If you chose to have an additional amount withheld from your paycheck, enter the TOTAL additional amount to be withheld indicated. Example: If you currently have \$50.00 dollars withheld and wish to increase the amount by \$10.00, enter the new \$60.00 in the additional amount field.

State W4 Data

Marital Status: Single Married Married, but withholding at higher single rate **Report Marital Status**

Total number of allowances you are claiming: **Enter number of allowances**

Additional amount, if any, you want withheld from your check:

Special Tax Status

If you do not want any state income tax withheld, check the appropriate box that applies to you (you must qualify). By clicking Submit below and authenticating your MaineStreet password, you certify that you qualify for the exemption that you select.

You claimed "Exempt" on line 7 of your federal Form W-4

You completed federal Form W4-P and check the box on line 1

Resident employee with no Maine tax liability in prior or current year

Recipient of periodic retirement payments with no tax liability in prior or current year

Your spouse is a member of the military assigned to a location in Maine and you qualify for exemption under the Military Spouse's Residency Act. Contact your HR Dept for changes to your state tax withholding.

I am not exempt from Maine withholding tax

 Under penalties of perjury, I certify that I am entitled to the number of withholding allowances or the exemption claimed on this certificate. **Click Submit**

You will be able to update your W-4 information once you are able to enter time in MaineStreet.

If you need additional assistance in updating your W-4 information, please contact the Office of Student Employment at 207.581.1349.

Office of Student Employment
5781 Wingate Hall • Orono, ME • 04469
207.581.1349 • student.employ@umit.maine.edu