


## Federal Tax Related Questions

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Tax Withholding and Direct Deposit

36%

The next set of screens will guide you through the set up of your federal and state taxes, and your Direct Deposit.

**Taxes**  
It's important for you to answer the following questions so the correct federal and state income tax, if applicable, will be withheld from your pay.

**Direct Deposit**  
This section must be completed. The direct deposit account information provides the data necessary for the processing of your net salary, and for travel and expense reimbursements.


All of the required information can be obtained from one of your checks for the account or from your financial institution. There is a sample check in the Contents section on the right.

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Filing Status for Federal Withholding

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What marital status would you like to report on your W-4? \*

**Note:** *If married, but legally separated, or spouse is a nonresident alien, select "Single".*

☐ Single  
☐ Married  
☐ Married, but withhold at higher Single rate

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[I'm still married but we don't live together, what's my status?](#)  
[I'm married, but want to withhold at the higher rate, what's my status?](#)

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**Federal Tax Exemption from Withholding?**37%

Are you exempt from federal tax withholding?

You may be exempt if **both** of these conditions are true.


- Last year you had a right to a refund of **all** federal income tax withheld because you had **no** tax liability **and**
- This year you expect a refund of **all** federal income tax withheld because you expect to have no tax liability.

Are both of these conditions true?

☐ Yes  
☐ No

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**Federal Tax Withholding Guide**38%

If you know how many allowances you want to claim, you may go directly to entering that number. If you're not sure, we'll help you figure it out.


☐ I know how many allowances I want to claim  
☐ Guide me

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**Federal Tax Withholding Allowances**44%

Please indicate the number of allowances you wish to claim.


Total number of allowances you wish to claim: \*

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**Options**39%

How do you intend to file your 2008 federal tax return?

You are

Check all that apply \*:

☐ I plan to itemize or claim adjustments to my income on my 2008 Federal tax return

☐ I cannot be claimed as a dependent by someone else

☐ I have at least \$1,500 of child or dependent care expenses for which I plan to claim a credit

Choose one of the following \*:

☒ I am single and have only one job

☐ I am married, have only one job, and my spouse does not work

☐ I am single and have more than one job

☐ I am married, and my spouse works or I have more than one job

☐ My wages from a second job or my spouse's wages (or the total of both) are \$1,500 or less


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Income

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What will be your **total** annual income?

☐ Less than \$40,000 (\$25,000 if married)

☐ Between \$40,000 and \$58,000 (\$25,000 and \$86,000 if married)

☐ Between \$58,000 and \$84,000 (\$86,000 and \$119,000 if married)


☐ More than or equal to \$84,000 (\$119,000 if married)

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 **Transportation Security Administration**

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Dependents

40%

Number of dependents (other than you or your spouse) you wish to claim on your tax return: \*

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**Deductions and Adjustments** 41%

Enter an estimate of your 2008 itemized deductions:

Enter an estimate of your 2008 adjustments to income:


Enter an estimate of your 2008 nonwage income:

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**Two Earners/Two Jobs** 42%

What are the wages from the **highest** paying job?

What are the wages from the **lowest** paying job?

Number of pay periods remaining in 2008: \*


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**Allowances Calculated**43%

We've calculated the number of allowances for you to claim based on the information you provided.


Allowances: 1

Do you wish to change your allowances? ☐ Yes ☐ No

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**Federal Tax Withholding Allowances**44%

Please indicate the number of allowances you wish to claim.


Total number of allowances you wish to claim: \*

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**Additional Amount to Withhold**

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Please indicate the additional dollar amount, if any, that you would like withheld.

Enter any additional amount (in whole dollars), if any, you want withheld from each paycheck:

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