

FORM VA-4

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF TAXATION

PERSONAL EXEMPTION WORKSHEET

(See back for instructions)

1. If no one else can claim you as a dependent, and you wish to claim yourself, write "1" _____
2. If you are married and your spouse is not claimed on his/her own certificate, write "1" _____
3. Exemptions for age.
 - (a) If you will be 65 or older on December 31, write "1" _____
 - (b) If you claimed an exemption on line 2 and your spouse will be 65 or older on December 31, write "1" _____
4. Exemptions for blindness.
 - (a) If you are legally blind, write "1" _____
 - (b) If you claimed an exemption on line 2 and your spouse is legally blind, write "1" _____
5. Write the number of dependents you will be allowed to claim on your income tax return (do not include your spouse) _____
6. Total exemptions (add lines 1 through 5) _____

----- Detach here and give the certificate to your employer. Keep the top portion for your records: -----

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EMPLOYEE'S VIRGINIA INCOME TAX WITHHOLDING EXEMPTION CERTIFICATE

Your social security number

Name

Street address

City

State

ZIP code

COMPLETE THE APPLICABLE LINES BELOW

1. If subject to withholding, enter the number of exemptions claimed on line 6 of the Personal Exemption Worksheet _____
2. Enter the amount of **additional** withholding requested (see instructions) _____
3. I certify that I am not subject to Virginia withholding. I meet the conditions set forth in the instructions (check here)

Signature _____

Date _____

EMPLOYER: Keep exemption certificates with your records. If you believe the employee has claimed too many exemptions, notify the Department of Taxation, P.O. Box 1115, Richmond, Virginia 23218-1115, telephone (804) 367-8038.