THIS 2015 W4 FORM IS TO BE COMPLETED BY NONRESIDENT ALIEN EMPLOYEES ONLY

INSTRUCTIONS:

- Nonresident Aliens are required by IRS regulations to complete form W4 as “Single” on line 3, regardless of actual marital status
- Nonresident Aliens are required to enter “0” or “1” on line 5*
- Nonresident Aliens CANNOT claim “exempt” on line 7

*For exceptions to the General Rule, visit the IRS website at www.irs.gov.

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Separate here and give Form W-4 to your employer. Keep the top part for your records.

Employee’s Withholding Allowance Certificate

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.

1. Your first name and middle initial
2. Last name
   - Your social security number
   - Home address (number and street or rural route)
   - City or town, state, and ZIP code
   - Total number of allowances you are claiming (from line 1 above or from the applicable worksheet on page 2)
   - Additional amount, if any, you want withheld from each paycheck
   - I claim exemption from withholding for 2015, and I certify that I meet both of the following conditions for exemption.
     - Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and
     - This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.

Employee’s signature
   (This form is not valid unless you sign it) ▶

Date ▶

Employer’s name and address (Employer: Complete lines 6 and 10 only if sending to the IRS)
Office code (optional)
Employer identification number (EIN)

For Privacy Act and Paperwork Reduction Act Notice, see page 2.