

## **Camp Kippewa W-4 Completion Instructions for Summer Staff:**

Although the IRS form W-4 has detailed instructions, I wanted to provide additional clarification on a line by line basis.

**Line 1.** Clearly print your first name, middle initial & last name. Please use your formal name as it would appear on your birth certificate, not any nicknames you may have. Enter your date of birth. Enter you full permanent address (most likely it is your home address not your school address). This is the address where you want your W-2 sent at the end of the year. Enter your country of Citizenship. Enter the state you are working in. Enter “ME” for Maine.

**Line 2.** Enter 9-digit social security number. If you are foreign and do not yet have a SS number, you should leave this blank until we get the information from social security.

**Line 3.** Please note you **must check** one of the three boxes provided.

**Line 4.** Self-explanatory. Hopefully this will not apply to anyone.

**Line 5.** Full time students who are US citizens who earn up to \$3500 for the entire year can elect to be exempt from federal and state taxes. If you are a full time student and do not want any federal or state taxes taken out of your pay enter exempt on line 7, and put a dash in this field. If you want to have federal taxes taken out you should enter the number of allowance(s) calculated from the Personal Allowance Worksheet on the W-4 form directly above the W-4 form. All foreign staff should put a dash here.

**Line 6.** If for some reason you believe you need to have extra Federal taxes taken out of your paycheck enter the amount here.

**Line 7.** If you are a student and do not want any federal or state taxes taken out of your paycheck you should enter “exempt” here. Foreign staff should also enter “exempt” here. Please circle “Y” if you are a full time student or “N” if you are not a full time student. We need this information for state unemployment purposes.

**PLEASE SIGN AND DATE HERE. THIS IS IMPORTANT!**

**Line 8 & 10.** Camp Name, address and EIN should be typed in already.

**Line 9.** Enter the job description for your full summer position not just pre or post camp. Kippewa staff will enter the 5-digit department code related to your position using our list of departments (omit left most zero).