

Employee Dashboard

A4 State Tax Exemptions or Allowances

Last Updated
February 2022

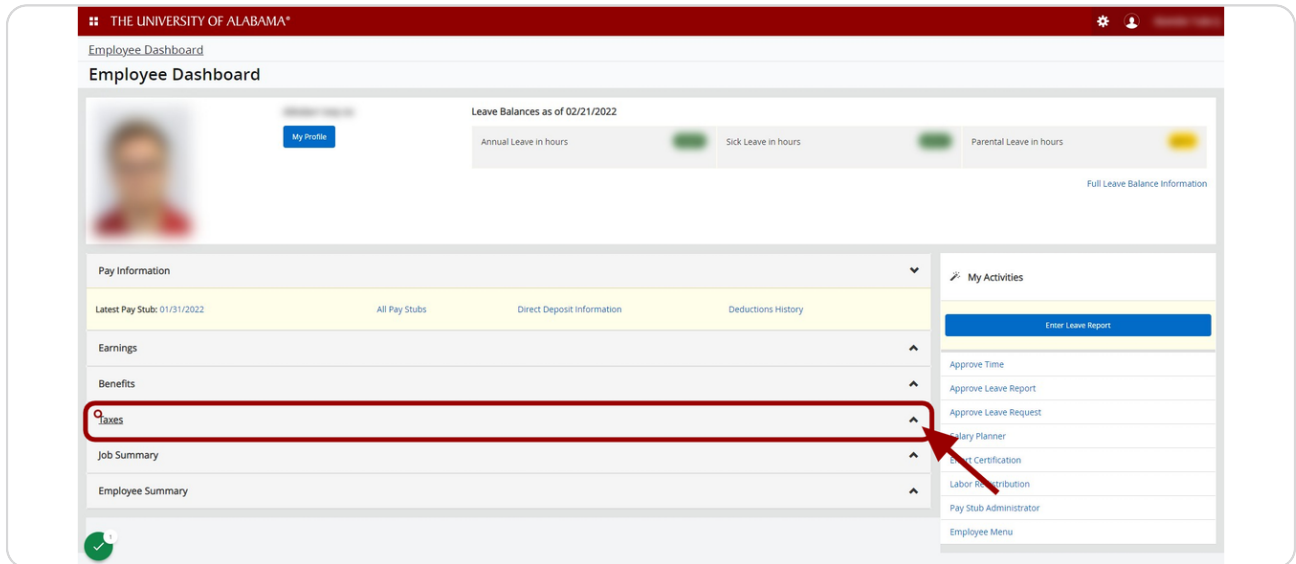
THE UNIVERSITY OF
ALABAMA[®] | *Division of*
Finance and Operations
Human Resources

STEP 1

Go to Employee Dashboard

STEP 2

Click on Taxes



STEP 3

Click on A4 State Tax Exemptions or Allowances




STEP 4

You Will be Able to View Your A4

Personal Information | **Student Services** | **Employee** | **Finance**

Search

 Foreign Nationals wishing to change their W4 and/or A4 forms should contact the Tax Office at internationaltax@ua.edu.

Alabama State Withholding Tax
As of Today: Feb 21, 2022

Name: [REDACTED]
Address: [REDACTED]

Deduction Status: Active
Filing Status: Single
Number of Allowances: 0
Additional Withholding: \$5.00

[Click here to UPDATE your Tax Information](#) | [State of A](#)

RELEASE: 8.19.1

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STEP 5

If You Need to Make Updates, click on "Click here UPDATE your Tax Information"

[Click here to UPDATE your Tax Information](#) | [State of Alabama Dept of Revenue](#)

STEP 6

Make Any Necessary Changes

Personal Information Student Services **Employee** Finance

Search SITE MAP HELP EXIT

Self-service for updating state income tax withholding status is available for the state of Alabama only. Employees whose primary work location is a state other than Alabama and who wish to update their state income tax withholding status must complete a state income tax withholding certificate for their perspective state and submit it to Payroll Services.

Note: Payroll Services cannot provide tax advice. For questions please contact your accountant or tax professional.

* - indicates a required field.

Alabama State Withholding Tax
Deduction Effective as of:

Effective Date of Change MM/DD/YYYY:*
Note: Effective Date must be after Feb 28, 2022 the date you were last paid.

Deduction Status:*

Filing Status:*


Number of Allowances : *

To claim 8 or more dependent exemptions, please contact the HR Service Center 205-348-7732.

Additional Withholding 999999.99 :

RELEASE: 8.16.1

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STEP 7

Click on Submit

Deduction Status:*

Filing Status:*

Number of Allowances : *

To claim 8 or more dependent exemptions, please contact the HR Service Center

Additional Withholding 999999.99 :

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STEP 8

If You Need to Print Your A4 Click on "Print A4"

Address: 18 Fernwood St
Tuscaloosa AL 35401

Deduction Status: Active

Filing Status: Single

Number of Allowances: 0

Additional Withholding: \$5.00

Print A4

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STEP 9

You will be Presented with a Printable A4

Form A-4 REV. 3/14	ALABAMA DEPARTMENT OF REVENUE 50 North Ripley Street • Montgomery, AL 36104 • InfoLine (334)242-1300 www.revenue.alabama.gov	2022
Employee's Withholding Tax Exemption Certificate		
<small>Every employee on or before the date of commencement of employment, shall furnish his or her employer with a signed Alabama withholding exemption certificate relating to the number of withholding exemptions which he or she claims, which in no event shall exceed the number to which the employee is entitled. In the event the employee inflates the number of exemptions allowed by this Chapter on Form A4, the employee shall pay a penalty of five hundred dollars (\$500) for such action pursuant to Section 40-29-75.</small>		
Part I: To be completed by the employee		
HOW TO CLAIM YOUR WITHHOLDING EXEMPTIONS		
1. If you claim no personal exemption for yourself and wish to withhold at the highest rate, write the figure "0", sign and date Form A-4 and file it with your employer.		
2. If you are SINGLE or MARRIED FILING SEPARATELY , a \$1,500 personal exemption is allowed. Write the letter "S" if claiming the SINGLE exemption or "MS" if claiming the MARRIED FILING SEPARATELY exemption.		\$
3. If you are MARRIED or SINGLE CLAIMING HEAD OF FAMILY , a \$3,000 personal exemption is allowed. Write the letter "M" if you are claiming an exemption for both yourself and your spouse or "H" if you are single with qualifying dependents and are claiming the HEAD OF FAMILY exemption.		\$
4. Number of dependents (other than spouse) that you will provide more than one-half of the support for during the year. See dependent qualifications below.		0
5. Additional Amount, if any, you want deducted each pay period.		\$5
6. This line to be completed by your employer: Total exemptions (Example: Employee claims "M" on line 3 and 2 on line 4. Employer should use column MS (married with 2 dependents) in the withholding tables)		3-0
<small>Under penalties of perjury, I certify that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.</small>		
Part II: To be completed by the employer		
Employer name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.) The University of Alabama Box 870238 Tuscaloosa AL 35487	Office code (optional)	10 Employer identification number (EIN) 036001238
<small>Employers are required to keep this certificate on file. If the employee is believed to have claimed more exemption than legally entitled or claims 8 or more dependent exemptions, the employer should contact the Department at the following address or phone number for verification: Alabama Department of Revenue, Withholding Tax Section, P.O. Box 327480, Montgomery, AL 36132-7480; by phone at (334)242-1300, or by fax at (334) 242-0112. If the employee does not qualify for the exemptions claimed upon verification, the employer is required to withhold at the highest rate until the employee submits a corrected Form A4 reflecting the proper exemption they are entitled to claim.</small>		
<small>DEPENDENTS: To qualify as your dependent (Line 4 above), a person must receive more than one-half of his or her support from you for the year and must be related to you as follows: Your son or daughter (including legally adopted children), grandchild, stepson, stepdaughter, son-in-law, or daughter-in-law; Your father, mother, grandparent, stepfather, stepmother, father-in-law, or mother-in-law; Your brother, sister, stepbrother, stepsister, half-brother, half-sister, brother-in-law, or sister-in-law; Your uncle, aunt, nephew, or niece (but only if related by blood).</small>		
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