

University of Northern Iowa

Direct Deposit of Payroll Authorization Form

Name (Please Print) _____ UNI ID# _____
 (Last, First, MI)

I hereby authorize the University of Northern Iowa to initiate direct deposit credit entries and, if necessary, debit entries, or adjustments to correct any deposit errors to my checking or savings account at the financial institution(s) indicated below.

This authority is to remain in full force and effect until the end of my appointment or the University of Northern Iowa has received written or electronic notification from me of its termination in such time and in such manner as to afford the University of Northern Iowa and the financial institution(s) named below a reasonable opportunity to act on it.

The diagram shows a check stub with the following fields:

- Payee: Susan B. Sample, 2244 Lois Lane, Anytown, FL 32123-4567
- Amount: 20
- Memo: _____
- Routing Number: 2345678901
- Account Number: 23456789012345678
- Check Number: 5678

 Red boxes and arrows point to the routing number, account number, and check number fields, with labels: '3-Digit Bank Routing Number', 'Account Number', and 'Check Number (Do Not Include)'.

Staple a voided check or copy (not a deposit slip), or documentation from your bank or credit union of your account information to this form. This form must be received in Payroll 10 days prior to your next payroll date to guarantee it will be effective for payroll.

Most people have one bank designated for direct deposit (1). However, if you wish to split your pay check between banks, please use the additional entry fields (2 & 3) for that purpose. If making changes to your direct deposit information, please enter the information for ALL accounts – even if you’re not making changes to all of the accounts.

- Financial Institution (bank, credit union, etc.) _____
 City, State and Zip _____
 Routing # _____ Account # _____
 Deposit Entire Net Pay OR a Flat Amount of \$ _____
 (If flat amount, must complete 2 below.)
 Account Type: Checking Savings
- Financial Institution _____
 City, State and Zip _____
 Routing # _____ Account # _____
 Flat Amount \$ _____ OR Balance of Pay
 (If flat amount, must complete 3 below.)
 Account Type: Checking Savings
- Financial Institution _____
 City, State and Zip _____
 Routing # _____ Account # _____
 Balance of Pay
 Account Type: Checking Savings

Signature _____ **Date** _____

Note: New students submit the form to their hiring department with other new hire paper work; other employees deliver to Payroll, 103 Gilchrist – 0008.

Form W-4 (2016)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2016 expires February 15, 2017. See Pub. 505, Tax Withholding and Estimated Tax.

Note: If another person can claim you as a dependent on his or her tax return, you cannot claim exemption from withholding. If your income exceeds \$1,050 and includes more than \$350 of unearned income (for example, interest and dividends).

Exceptions. An employee may be able to claim exemption from withholding even if the employee is a dependent, if the employee:

- Is age 65 or older;
- Is blind; or
- Will claim adjustments to income; tax credits; or itemized deductions, on his or her tax return.

The exceptions do not apply to supplemental wages greater than \$1,000,000.

Basic instructions. If you are not exempt, complete the Personal Allowance Worksheet below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claim and may not be a flat amount or percentage of wages.

Head of household. Generally, you can claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the Personal Allowance Worksheet below. See Pub. 505 for information on converting your other credits into withholding allowances.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two-earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 505 for details.

Nonresident alien. If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Check your withholding. After your Form W-4 takes effect, use Pub. 505 to see how the amount you are having withheld compares to your projected total tax for 2016. See Pub. 505, especially if your earnings exceed \$130,000 (single) or \$180,000 (married).

Future developments. Information about any future developments affecting Form W-4 (such as legislation enacted after we release it) will be posted at www.irs.gov/w4.

Personal Allowance Worksheet (Keep for your records.)

A Enter "1" for yourself if no one else can claim you as a dependent. A _____

B Enter "1" if:
 • You are single and have only one job; or
 • You are married, have only one job, and your spouse does not work; or
 • Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less. B _____

C Enter "1" for your spouse. But, you may choose to enter "0" if you are married and have either a working spouse or more than one job. (Entering "0" may help you avoid having too little tax withheld.) C _____

D Enter number of dependents (other than your spouse or yourself) you will claim on your tax return. D _____

E Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above). E _____

F Enter "1" if you have at least \$2,000 of child or dependent care expenses for which you plan to claim a credit. F _____

Note: Do not include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.)

G Child Tax Credit (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information.
 • If your total income will be less than \$70,000 (\$100,000 if married), enter "2" for each eligible child; then less "1" if you have two to four eligible children or less "2" if you have five or more eligible children.
 • If your total income will be between \$70,000 and \$84,000 (\$100,000 and \$119,000 if married), enter "1" for each eligible child. G _____

H Add lines A through G and enter total here. Note: This may be different from the number of exemptions you claim on your tax return.) H _____

For accuracy, complete all worksheets that apply.
 • If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the Deductions and Adjustments Worksheet on page 2.
 • If you are single and have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed \$50,000 (\$20,000 if married), see the Two-Earners/Multiple Jobs Worksheet on page 2 to avoid having too little tax withheld.
 • If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below.

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

Form W-4		Employee's Withholding Allowance Certificate		OMB No. 1545-0074	
Department of the Treasury Internal Revenue Service		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.		2016	
1 Your first name and middle initial		Last name		2 Your social security number	
Home address (number and street or rural route)		3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note: If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.			
City or town, state, and ZIP code		4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. <input type="checkbox"/>			
5 Total number of allowances you are claiming from line H above or from the applicable worksheet on page 2)		5		6 \$	
6 Additional amount, if any, you want withheld from each paycheck		6		7	
7 I claim exemption from withholding for 2016, 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. If you meet both conditions, write "Exempt" here.		7			
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.					
Employee's signature (this form is not valid unless you sign it.)				Date	
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)		9 O FFE code (optional)		10 Employer identification number (EIN)	



Iowa Department of Revenue
https://tax.iowa.gov

2016 IA W-4

Employee Withholding Allowance Certificate
To be completed by the employee

Marital Status: Single (if married but legally separated, check Single) Married

Print your full name: _____ Social Security Number: _____

Home Address: _____ City: _____ State: _____ ZIP: _____

EXEMPTION FROM WITHHOLDING

If you do not expect to owe any Iowa income tax this year, and expect to have a right to a full refund of ALL income tax withheld, enter "EXEMPT" here: _____ and the year effective here: _____. Nonresidents may not claim this exemption.

Check this box if you are claiming an exemption from Iowa tax based on the Military Spouses Residency Relief Act of 2009

If claiming the military spouse exemption, enter your state of domicile here: _____

IF YOU ARE NOT EXEMPT, COMPLETE THE FOLLOWING:

- 1. Personal allowances 1. _____
- 2. Allowances for dependents 2. _____
- 3. Allowances for itemized deductions 3. _____
- 4. Allowances for adjustments to income 4. _____
- 5. Allowances for child and dependent care credit 5. _____
- 6. **Total allowances. Add lines 1 through 5** 6. _____
- 7. Additional amount, if any, you want deducted each pay period 7. _____

Employee: I certify that I am entitled to the number of withholding allowances claimed on this certificate, or if claiming an exemption from withholding, that I am entitled to claim the exempt status.

Employee Signature: _____

Date: _____

Employers: Detach this part and keep in your records. However, if the employee is claiming more than 22 withholding allowances or an exemption from withholding when wages are expected to exceed \$200 per week, complete the section below and send it to the Iowa Department of Revenue. See Employer Withholding Requirements on the back of this form.

Employer Name: _____

Employer Address: _____

FEIN: _____