

## How to Update and Verify My Tax Information

### Withholding Federal Income Tax

If you want to have taxes taken from your paycheck, change your status, change allowances, or indicate additional amounts to be withdrawn from your paycheck, you need to complete and submit an Internal Revenue Service (IRS) Form W-4.

***You must file an IRS Form W-4 for each client/employer that you work for if you wish to have Federal Taxes withheld from your paycheck.***

You can get an IRS Form W-4 by:

- Downloading it at <http://www.irs.gov/pub/irs-pdf/fw4.pdf>, or
- Calling the IRS office at **1-800-829-3676** and asking them to send you a form.

The tax deductions you request on the Form W-4 remain in effect unless you contact the IPOne call center to tell them that you wish to discontinue your current tax deduction set-up. If you choose to complete a Form W-4, keep a copy of it for your own records.

### **Filling out the W-4:**

- Complete required fields: Boxes 1, 2, 3 and 5.
- Boxes 4, 6, and 7 are optional - you do not need to complete them.
- Leave boxes 8, 9, and 10 blank.
- Sign and date the form at the bottom of the page where it says “Employee’s signature”, and “Date”.
- Mail or fax the form to:



Toll-free FAX#  
1-855-901-6904



Public Partnerships, LLC  
WA IPOne  
7776 S Pointe Pkwy W, Suite 150  
Phoenix, AZ 85044

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

<b>Form W-4</b>		<b>Employee's Withholding Allowance Certificate</b>		OMB No. 1545-0074
Department of the Treasury Internal Revenue Service		▶ <b>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.</b>		<b>2015</b>
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. <small>Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.</small>	
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 Additional amount, if any, you want withheld from each paycheck				6 \$
7 I claim exemption from withholding for 2015, and I certify that I meet <b>both</b> of the following conditions for exemption. • Last year I had a right to a refund of <b>all</b> federal income tax withheld because I had <b>no</b> tax liability, <b>and</b> • This year I expect a refund of <b>all</b> federal income tax withheld because I expect to have <b>no</b> 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 <small>(This form is not valid unless you sign it.) ▶</small>			Date ▶	
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)			9 Office code (optional)	10 Employer identification number (EIN)
For Privacy Act and Paperwork Reduction Act Notice, see page 2.			Cat. No. 10220Q Form <b>W-4</b> (2015)	

**Applying for Tax Exemptions:**

You may qualify for employment tax exemptions because of your age, student status, or relationship to your employer. You can download the **Application for Employment Tax Exemptions Based on Age, Student Status, and Family Relationship** form from [www.ipone.org](http://www.ipone.org) or call the IPOne Call Center and ask them to send you the form by mail. Complete the form and return it to by fax or U.S. mail as noted at the bottom of the form. The form is followed by a guide explaining the tax exemptions that you may qualify for. You must file one form for each client/employer that you work for.

The form will look like this:

SAVE TIME AND SUBMIT THIS FORM ONLINE AT: [WEB ADDRESS]	
<b>Application for Employment Tax Exemptions Based on Age, Student Status, and Family Relationship</b>	
State Worked: <u>WASHINGTON</u> Program: <u>PCSS</u>	
Client / Employer Name: _____	
Individual Provider / Employee Name: _____	
Individual Provider / Employee Date of Birth: ____/____/____	
<p>Employees providing domestic services, such as personal assistance, may be exempt from paying certain federal and state taxes based on the employee's age, student status, or family relationship to the employer. In some cases, the employer may also be exempt based on the employee's status. If you and your employer qualify for these exemptions you must take them. PCG Public Partnerships will determine the tax exemptions that apply to you and to your employer (see enclosed guidelines). <b>Employee - Please answer all the following questions based on your age, student status, and relationship to the employer.</b></p>	
<p>1. Are you a non-resident alien temporarily in the United States on an F-1, J-1, M-1, or Q-1 visa admitted to the US for the purpose of providing domestic services?</p> <p><input type="checkbox"/> Yes, that description fits my status. <input type="checkbox"/> No, that description does not fit my status.</p> <p>2. Are you the child of the employer (includes adopted children)?</p> <p><input type="checkbox"/> Yes, my employer is my parent (mother or father). <input type="checkbox"/> No, my employer is not my parent.</p> <p>3. Are you the spouse of the employer?</p> <p><input type="checkbox"/> Yes, my employer is my spouse (husband, wife). <input type="checkbox"/> No, my employer is not my spouse.</p> <p>4. Are you the parent of the employer (includes adopted children)?</p> <p><input type="checkbox"/> Yes, my employer is my _____ or daughter. <input type="checkbox"/> No, my employer is not my child.</p>	<p>5. If you answered "Yes" to Question 4, check any of the following that apply. If you answered "No", proceed to Question 6.</p> <p><input type="checkbox"/> Yes, I also provide care for my grandchild or step-grandchild in my child's home. <input type="checkbox"/> Yes, my grandchild or step-grandchild is under age 18, or has a physical or mental condition that requires personal care of an adult for at least four continuous weeks during the calendar quarter in which services are performed. <input type="checkbox"/> Yes, my child (son or daughter) is widowed or divorced and not remarried, or living with a spouse who has a mental or physical condition which prohibits the spouse from caring for my grandchild for at least four continuous weeks during the calendar quarter in which services are performed.</p> <p>6. Are you under the age of 18 on the day you turn 18 this calendar year?</p> <p><input type="checkbox"/> Yes, I am under 18 or am turning 18 this calendar year. <input type="checkbox"/> No, I am over 18.</p> <p>If you answered "Yes" to Question 6, answer the following question. If you answered "No", skip this section.</p> <p>Is the job of performing household services (personal assistance) your principal occupation? <small>Note: Do not answer "Yes" if you are a student.</small></p> <p><input type="checkbox"/> Yes, performing household services is my principal occupation. <input type="checkbox"/> No, performing household services is not my principle occupation, or I am a student.</p> <p><b>IMPORTANT: You <u>must</u> notify PCG Public Partnerships if your status changes.</b></p> <p>Employee Signature: _____ Date: ____/____/____</p> <p>Return this form by fax or mail:</p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>Public Partnerships, LLC WA, PCSS 7776 S Pointe Pkwy W, Suite 150 Phoenix, AZ 85044</p> </div>

**Verify Your Tax Information:**

You can view the taxes deducted from your paycheck by looking at:

- Your paycheck stub on IPOne or;
- Your paper paycheck stub, if you receive them in the mail.

Contact the IPOne Call Center if you have questions about the Form W-4 or the Application for Tax Exemptions form.

