

# FORM W-4ME

**Purpose:** Complete Form W-4ME so your employer can withhold the correct Maine income tax from your pay. Because your tax situation may change, you may want to recalculate your withholding each year.

**Exemption from withholding:** If you claimed "Exempt" status on your federal Form W-4, complete lines 1, 2, 3 and 6, and sign the form.

**Basic instructions:** If you are not exempt, complete the Personal Allowances worksheet below. You may claim fewer allowances than you are entitled to, but you must obtain special permission from the Executive Director of Maine Revenue Services if you want to claim more allowances than claimed on your federal Form W-4. If you make federal estimated payments using Form 1040-ES, you should consider making estimated payments to the state using Form 1040ES-ME. The failure to properly make estimated payments could result in the imposition of penalties.

## Personal Allowances Worksheet

- A** Number of allowances claimed on federal Form W-4, line 5 or Form W-4P, line 2. **A** \_\_\_\_\_
- B** Less: Number of allowances claimed on federal Form W-4 Personal Allowances Worksheet, line G for the Child Tax Credit. **B** \_\_\_\_\_
- C** Number of allowances for Maine purposes (line A minus line B). See basic instructions above if you want to claim fewer allowances, or if you want to claim more allowances than claimed for federal purposes. **C** \_\_\_\_\_

— — — — — Cut here and give the certificate below to your employer. Keep the top part for your records. — — — — —

## Form W-4ME Employee's Maine Withholding Allowance Certificate

1 Type or print 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 with one income <input type="checkbox"/> Married with two incomes <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 Total number of allowances you are claiming from line C above .....	4	
5 Additional amount, if any, you want withheld from your paycheck .....	5	\$
6 If you claimed exempt on line 7 of your federal Form W-4, enter "EXEMPT" here .....	6	
7 If you completed federal Form W-4P, checked the box on line 1 of that form and you do not want any state income tax withheld, check this box ... 7 <input type="checkbox"/>		
<b>Under penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate.</b>		
<b>Employee's signature</b>		<b>Date</b>
8 Employer's name and address (Employer: Complete lines 8 and 9 only if sending to Maine Revenue Services)		9 Employer ID number