

# FORM VA-4

## COMMONWEALTH OF VIRGINIA DEPARTMENT OF TAXATION

### PERSONAL EXEMPTION WORKSHEET

1. If no one else can claim you as a dependent, and you wish to claim yourself, write "1" .....
2. If you are married and your spouse is not claimed on his/her own certificate, write "1" .....
3. Exemptions for age .....
  - (a) If you will be 65 or older on December 31, write "1" .....
  - (b) If you claimed an exemption on line 2 and your spouse will be 65 or older on December 31, write "1" .....
4. Exemptions for blindness. ....
  - (a) If you are legally blind, write "1" .....
  - (b) If you claimed an exemption on line 2 and your spouse is legally blind, write "1" .....
5. Write the number of dependents you will be allowed to claim on your income tax return (do not include your spouse) .....
6. Total exemptions (add lines 1 through 5) .....

-----Detach here and give the certificate to your employer. Keep the top portion for your records.-----

### FORM VA-4 EMPLOYEE'S VIRGINIA INCOME TAX WITHHOLDING EXEMPTION CERTIFICATE

Your social security number	Name
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Street address

City	State	ZIP code
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#### COMPLETE THE APPLICABLE LINES BELOW

1. If subject to withholding, enter the number of exemptions claimed on line 6 of the Personal Exemption Worksheet. ....
2. Enter the amount of **additional** withholding requested (see instructions) .....
3. I certify that I am not subject to Virginia withholding. I meet the conditions set forth in the instructions (check here). ....

Signature \_\_\_\_\_ Date \_\_\_\_\_

EMPLOYER: Keep exemption certificates with your records. If you believe the employee has claimed too many exemptions, notify the Department of Taxation, P.O. Box 1115, Richmond, Virginia 23282-1115, telephone (804) 367-8038.