R-1300 (4/01)

State of Louisiana Department of Revenue



Employee Withholding Exemption Certificate (L-4)

Purpose: Complete form L-4 so that your employer can withhold the correct amount of state income tax from your salary.

Basic Instructions: Employees who are subject to state withholding should complete the personal allowances worksheet below. Do not claim more than your correct withholding personal exemptions and the correct number of withholding dependency credits. Do not claim additional withholding exemptions if you qualify as head-of-household. In such cases, only the withholding personal exemption applicable to single individuals is allowable. You must file a new certificate within 10 days if the number of your exemptions decreases, except where the change occurs as the result of death of a spouse or a dependent. You may file a new certificate at any time the number of your exemptions increases. Penalties are imposed for willfully supplying false information or willful failure to supply information that would reduce the withholding exemption. This form must be filed with your employer. Otherwise, he must withhold Louisiana income tax from your wages without exemption.

Note to Employer: Keep this certificate with your records. If the employee is believed to have claimed too many exemptions or dependency credits, the Secretary of Revenue should be so advised by forwarding a copy of the employee's signed L-4 form to the Department.

Personal Allowances	Worksheet
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A. In Block A, enter "0" if you claim neither yourself nor your spouse, or

In Block A, enter "1" if you claim yourself, provided you do not claim this exemption in connection with other employment or your spouse has not claimed your exemption, or



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In Block A, enter "2" if you claim yourself and your spouse. You may choose to enter "0" if you are married, and have either a working spouse, or more than one job. (This may help you avoid having too little tax withheld.)

B. In Block B, enter the number of dependents (other than your spouse or yourself) whom you will claim on your tax return. If no credits are claimed, enter "0".

_	— Cut here	and give the bottom	portior	of certificate to your emp	oloyer. Keep the	top po	ortion for y	our re	cords. — —	
Lou Dej	m L-4 uisiana partment of venue	Employee's Withholding Allowance Certificate								
1.	Type or prin	t first name and middle initial Last name								
2.	Social Secu	rity Number	3. 🗆	No exemptions or deper	No exemptions or dependents claimed				Married	
4.	Home addre	Idress (number and street or rural route)								
5.	City, State, 2	ə, ZIP								
6.	Total numbe	umber of exemptions you are claiming (from Block A above)								
7.	Total numbe	nber of dependents you are claiming (from Block B above)								
8.	Additional a	tional amount, if any, you want withheld each pay period								
		ne penalties imposed f exceed the number to		false reports that the numbe am entitled.	er of exemptions a	nd dep	pendency c	redits c	claimed on this	
Employee's signature				Date						
			The fo	llowing is to be complete	d by employer.					
9.	Employer's	name and address			10. Employer's state withholding account number					